

Certification Status Inspection Report

on

Tianjin TEDA Maple Leaf International School

**71 -3rd Avenue, TEDA, Tianjin
People's Republic of China**

November 18 & 19, 2011

A. INTRODUCTION

On November 18 and 19, 2011, a Certification Status Inspection was completed on Tianjin TEDA Maple Leaf International School (TTMLIS) in Tianjin Economic Development Area (TEDA), Tianjin, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The Inspection Team (the Team) was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Mr. Doug Lauson, Superintendent of a British Columbia independent school system and Mr. John Crawford, independent consultant on International Education. Mr. Lauson was the chair of the team.

The School has an enrolment of 651 students, in the Grades 9 – 12 BC program (source: Inspection Catalogue for Offshore School Certification, August 22, 2011). There were 268 students in Grade 10, 217 in Grade 11 and 136 in Grade 12.

All students are enrolled in the BC program. However, the number of BC courses that a student takes at the Grade 10 level is dependent on his/her English language proficiency. Students may be enrolled in the BC program entirely, or partially. Students in need of additional English language support are enrolled either the Foundations Program or the Bridging Program and are therefore only partially registered in the BC program with one or two courses. All students are working towards earning a BC Dogwood certificate.

The Authority, Maple Leaf Educational Systems (MLES) is responsible for the teaching of the BC Program. The Authority also operates several other BC program schools in the People's Republic of China. All MLES schools are British Columbia certified schools and are located in the PRC. The Authority also offers the Chinese program in addition to the BC program.

On the evening of November 18th, the Team met with the school administration and on the morning of November 19th, the inspection team met with the BC teachers to explain the inspection process. During the two-day visitation, the team members met with the BC Principal, BC teaching staff, the Chinese Headmaster and the Superintendent of Schools.

The inspection team visited teachers' classrooms, viewed teachers' long-term, short-term and daily planning, assessment records and student work. School policies, student and staff handbooks, relevant documents, student files and teacher files were also examined. At the conclusion of the inspection, the Team met with the staff on the afternoon of November 19th to share its observations and to give oral comments on the inspection.

The Team would like to thank the TTMLIS staff for their hospitality and preparedness for the inspection visit. The excellent preparation of relevant documentation proved to be very helpful in assisting the expediency of the inspection. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

- 1. The Authority, subject to the prior written approval from the Province, must have***
 - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,***
 - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.***

Tianjin TEDA Maple International School opened its doors in September 2008. The Memorandum of Understanding had been signed on April 27th of that year. The Offshore Agreement was signed on May 22, 2008. It underwent a Candidate Status certification inspection just before opening, in August 2008 and the growth has been steady each year since. The following January, the school underwent a successful Certification Status inspection.

In addition to the BC Program, the school offers a Chinese K-9 program that also provides students with extra English instruction.

The school offers the British Columbia 2004 Graduation program. The core subjects are offered with electives in Fine Arts and Information Technology. All students are required to take Fine Arts (Drama) as it assists in their English language acquisition.

The school was inspected by the BC Ministry of Education in December 2010. This report required the school to verify that a particular teacher met the teaching requirements of the Agreement. It also required that locks be placed on science lab

cupboards that contain hazardous materials. The Team confirms that both recommendations have been implemented. The current Certificate Status is valid until June 30, 2012 as verified by Certificate #10396799.

2. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

The *Offshore School BC Program Certification Status Agreement* was signed with the Deputy Minister of BC on October 22, 2008. The Team received an excellent binder from the school administration that contained copies of all the documents that needed to be examined to confirm the governance requirements of the Agreement. These included various permits and Chinese government documents that verify that TTMLIS operates within the laws and bylaws of Tianjin Economic Development Area (TEDA), Tianjin, People's Republic of China. Documents included the Private School Licence and Food Sanitation licence from the Tianjin TEDA Culture and Education Health Bureau, Inspection reports from the Tianjin Ning Da Fire Control Safety Inspection Co. Ltd.

Therefore, the Team verifies that the Authority has received approval from the appropriate government offices to construct, occupy and operate Tianjin TEDA Maple Leaf International School.

The school's students are mostly boarding students, 95% of whom go home on weekends.

3. ***The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.***

School records indicate a letter to the Inspector of Independent Schools from Mr. Sherman Jen, Chairman, Maple Leaf Educational Systems, appointing Ms. Susanne Penner as the British Columbia Agent for Dalian Maple Leaf International School and all future Maple Leaf schools that will open in other cities in China. A response letter from the Inspector of Independent Schools dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all the requirements set out in paragraph 5 of the Agreement including citizenship, residential status and teaching certification.

4. ***The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The facility was constructed in 2003 and purchased by MLES in July 2008 and additions and renovations began. The school was named Tianjin TEDA Maple Leaf International School. The School accommodates both a Kindergarten to Grade 9 Chinese Program and a Grades 10 to 12 BC Program. The buildings are undergoing present and future changes with plans to build a new Elementary/Middle school to meet the requirements of both programs. The middle school students have already moved in and the elementary students are anticipated to move in during the Winter break.

There are a number of buildings on the property: administration, classrooms and offices for the Kindergarten to Grade 12 Programs, gymnasium and arts building, media center and library building, cafeteria, dormitories and Chinese staff residences. Wireless Internet is available throughout the buildings.

As with all Maple Leaf schools, the school perimeter is secured, in this instance by a TEDA security firm. The four-storey main teaching building is to the left of the security gate. In the science wing of the teaching building, there are 17 classrooms, plus a drama room. In the “I” wing, there are 14 classrooms and in the Arts Building across the courtyard, a further 14 classrooms. The school has three computer labs, three lecture theatres, two libraries, two (shared) gymnasiums as well as staffrooms. The Chinese Headmaster’s office is located in the administration building, where the Registration and Finance offices are located.

The Gymnasium Building has two gymnasiums, music practice rooms, art studio and dance studio. In the Library Building, there is a Chinese library, English library, performance theatre, Chinese museum dedicated to the life of Zhou Enlai (First Premier of the People’s Republic of China) and computer labs. Behind the Library Building is a rubberized athletic track and field.

The cafeteria serves hot meals to the students three times a day and is inspected by the local authorities.

The open court yard has four outdoor basketball courts and, characteristic of Maple Leaf Schools, the large Jade rock and statues of Zhou Enlai and Ma Xiangbo welcome all who pass through the school entrance. The grounds are landscaped with grass, trees and pathways between buildings. The grounds and buildings are maintained by a crew of maintenance staff.

Fire drills are carried out regularly during the school year and there is first aid available through the school’s clinic and onsite medical staff. Earthquake drills are also done during the school year. The school’s detailed Critical Incident Response Guide outlines steps to be taken in almost any critical emergency, for example hazardous materials incidents, weapons in the school, custody and access issues, bus accidents, and even media communications. The school is commended for developing such a document to assist staff in handling emergencies.

The Team confirms that TTMLIS facilities and grounds meet the requirements for the instruction of BC courses being offered.

5. ***The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Authority submitted the Inspection Catalogue to the BC Ministry of Education as required and updated pages were sent to the Team prior to their arrival in Tianjin. The Team confirms that the school submitted all the required Ministry data, including the requests for PEN numbers for all newly enrolled students, student data collection forms 1701, I-2001 reports for each BC Certified teacher and TRAX electronic data transfer for each student registered in the graduation program.

The school uses the Harts Systems Windsor/TESS school administration software to track student demographics and academic achievement. The Team examined the Windsor/TESS data and verifies that appropriate student data is being collected and electronically stored. All records and reports are in English, although some are translated into Mandarin as well. The Windsor /TESS data is managed by an English-speaking administrative assistant, who was very helpful to the Team during the visitation.

6. ***The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

TTMLIS is a member school of the Maple International Educational system of schools and therefore follows the regulations and policies of the organization with respect to registration protocols, tuition rates, refunds for withdrawals part way through the school year, etc. The Team examined the promotional materials, including visiting the Maple Leaf Educational systems website:

http://www.mapleleafschools.com/mainpage_english.html

The Team confirms that all promotional materials are consistent with school practice in terms of programs offered, boarding facilities, school facilities, tuition fees and other materials.

7. ***The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".***

The Team was informed that the pre-paid application fee, one-time student registration fees, all applicable examination fees (2010-11) and annual inspection fees as set out in Schedule C of the Agreement are paid by the Maple Leaf Head Office in Dalian.

8. ***The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

All courses in the British Columbia program are taught in English with the exception of Mandarin 10, 11 and 12. The school has a letter on file (April 30, 2008) from the Ministry of Education granting such exemptions. The Authority operates several BC graduation program schools in the People's Republic of China and has system-wide approval granting locally certified teachers to teach Mandarin 10, 11 and 12. The instruction in these courses by the local Chinese teachers is appropriate and satisfactory to the Team.

9. ***The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

TTMLIS requires that all students applying for admission to the BC program complete an Entrance Exam and English language proficiency test in August. The exams are marked and the principal compiles a list of students for Grade 10. This list is given to the EFL coordinators of the Language Elective Program (LEP). A timetable is developed for the three different student cohorts – Regular BC Program, Bridging Program and Foundations Program.

The assessment test has been developed for Maple Leaf International schools and has reading, writing, listening and speaking components. Students who are successful in attaining a satisfactory grade are admitted into the BC program through one of three cohorts; Foundations Program, Bridging Program or BC Grade 10 program. Students with identified weaker skills are placed in the Foundations Program; students with satisfactory language skills enter the BC Grade 10 program directly; students with skills that need to be further developed are placed in the Bridging Program. Re-assessments are done in the first three weeks of the semester and if capable, students are transferred to the next level program. All students enrolled in the school take at least one course of the BC program and are therefore enrolled in the BC program.

The school does not use any assessment data older than one year.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

In addition to the provisions stated in Section 9 above, the school requires that all students complete a Board Authority Approved (BAA) course, Introduction to Literature 10, before enrolling in English 10, and a similar BAA course, Introduction to Literature 11, before grade 12. These courses have been specifically developed by Maple Leaf schools to assist students in acquiring the English language in a practical and usable manner so that they can be successful in their graduation goals.

The Team commends the Maple Leaf Educational system for its development of these BAA courses and the program put in place to assist students in further developing their English language skills.

To achieve these goals, the school employs additional staff to work in the Language Elective Program (LEP). Specifically, the school employs three staff members who have a defined role to play in helping students acquire the language. There is a collaborative relationship between the BC Program Director of Language Arts and the Chinese School's English language department.

The SMART Center is designed to help students improve their language skills. Students that are identified by the classroom teacher after reporting periods attend the center for a defined period of time.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team determines there are a sufficient number of appropriate textbooks available and there are secondary support materials. The library lists over 5,400 titles.

Computer access and Internet capability are adequate for the BC Program needs and wireless connectivity is available throughout the school except in the Arts building, which is across the court yard.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal has served 29 years in administration and has been involved with Maple Leaf International Schools for several years. This year is his 36th year in teaching and his first year at TTMLIS as principal. He is certified with the BC College of Teachers.

He has been designated the necessary authority to administer the day-to-day operations of the school to fulfill the functions and duties set out in paragraph 1.01(1)(b) of the Agreement. He is also designated the role of Vice Headmaster and therefore works closely with the Chinese Headmaster and the Counsellor General in looking after the student needs both academically and socially. His responsibilities are clearly laid out in his job description, which includes ensuring that the BC educational program is taught appropriately and that all students have the opportunity to succeed.

The principal is assisted by the Vice-Principal who also has many years of teaching experience. They complement each other well and they work well as a team of administrators. This was witnessed by the Team on many occasions, in the way they dealt with students and staff, both in school and out of school.

The team commends the administration on operating an efficient and effective school that strives to meet the needs of the students enrolled.

- 13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.***

TTMLIS employs 30 full time teachers, 18 of whom are new to the school this year. Almost all the teachers are certified by the BC College of Teachers, except one who holds an Independent Schools certificate restricted to his subject areas. Therefore, all teachers, having proper certification, have been criminally record checked by either the BC College of Teachers or the Independent Schools Office (as criminal record checks are now directly tied to the certification process). This complies with the Criminal Records Review Act, R.S.B.C. 1996, c. 86.

- 14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.***

All teachers who are responsible for delivering the BC Program are appropriately certified by either the BC College of Teachers or the Office of the Inspector of Independent Schools. Last year's inspection report required that the certification of one

teacher be verified to the Inspector. This has been completed satisfactorily and there are no issues regarding teacher certification.

There are four Mandarin teachers who teach Mandarin 10, 11 and 12 in the BC Program. These are Chinese nationals, holding Chinese Teaching certificates.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

TTMLIS does not offer a Kindergarten to Grade 9 BC Program.

- 15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team visited all classrooms and inspected all planning documents of the teachers. These included short-term, long-term and daily planning, as well as examination of the teacher's assessment records. The Team also examined the student files that contain reports sent home to parents. The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians of the students enrolled in the BC program are carried out by only BC certified teachers.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*

- A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *an estimate of the cost of living in the area where the School is located;*
 - (f) *length of school day,*
 - (g) *length of School Year,*
 - (h) *salary and benefits, and*
 - (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*

The teacher contracts have been developed by the Head Office of Maple Leaf International Schools and are standard in all MLIS institutions. The Team spent some reviewing the terms of the teacher's contract with the principal focusing on the nine points listed above. In addition, the Team examined actual teacher files and contracts, plus reviewing the document Teachers Handbook, Policies and Procedures, Year 2011-12 that is developed by the Head Office in Dalian. The Team confirms that the school meets all the employment requirements of the Agreement.

The Team verifies all teacher contracts are on file in the administration office and that each teacher has signed the *Consent to Collect, Use and Disclose Personal Information* form. Teacher files are kept in the Principal's office and they contain limited day-to-day education information.

Teachers attend an orientation day in Vancouver with other MLIS teachers before leaving for Tianjin. This day is dedicated to helping new teachers understand the culture of the Chinese people, nature of teaching in a school with a high proportion of ESL students, company culture and what it means to live and work in a foreign country. This MLIS-wide orientation day is supplemented by the local school when the teachers arrive in China. Teachers spent three days learning about their new environment, the Chinese learner and cultural differences. Teachers are supported in their pedagogy by regular monthly staff meetings and department head meetings as well as professional development discussions.

- 17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.***

The school campus includes three computer laboratories with a total of 90+ computer workstations for student use, plus 10 more in the library. They are installed with Internet capability and the necessary hardware and software requirements to enable the writing of provincial exams. Last year, the school upgraded the Internet bandwidth to accommodate more users.

The school uses the Winsor school administration system by Harts Systems Ltd., one of the approved vendors listed in Schedule D.

The Team concludes that the school meets the requirements listed in Schedule D of the Agreement that includes the Ministry requirements for electronic data transfer. These

requirements state the minimum software and operating systems needed to host electronic exams.

- 18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.***

TTMLIS follows all the policies and procedures developed by the Head Office of the MLIS organization. The Team reviewed the recently updated Policy Manual that MLIS has developed for all its schools that offer the BC Program. The Manual covers policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of staff.

In addition, the Student Handbook includes General and Academic information as well as Student Responsibilities. There is a detailed section on discipline. The student handbook includes Chinese translations of the policies.

The school has a website that details almost every aspect of the school's program, campus life, extra-curricular activities, tuition costs, etc. (http://www.mapleleafschools.com/ML_Tianjin_International/index.html). The Team commends the school and MLIS for providing such transparent information to the students, parents and the public.

- 19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.***

The Team confirms that the TTMLIS offers the British Columbia Curriculum as required in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act. Each Department; English, Social Studies and Humanities, Physical Education and Science/Information Technology/Mathematics, presented a fully organized binder detailing course outlines, unit planning with reference to Prescribed Learning Outcomes, learning resources and assessment strategies. The documentation, supplemented by classroom visits to every BC teacher, confirmed subject content, instructional time and learning outcomes consistent with Ministry expectations.

In the case of instructional time, the school exceeds the minimum requirement of 850 hours per year expanding to 1,150 hours per year. This is calculated by 6.25 hours/day instructional multiplied by 184 days in session.

- 20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.***

At the present time, TTMLIS only offers the BC Graduation Program at the Grades 10, 11, and 12 levels.

- 21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.***

The Team confirms that TTMLIS provides a Graduation Program that allows students to satisfy British Columbia graduation requirements. Students in Grades 10, 11, and 12 are offered a wide selection of courses over two semesters.

Students take one English course each semester; Introduction to Literature 10 (BAA Course), English 10, Introduction to Literature 11 (BAA Course) in Grades 10 and 11. Grade 12 students are all registered in English 12 first semester and depending on their results, they will take either Writing 12 or Communication 12 in the second semester. The English 12 Provincial Exam is written in May.

In Science students take Science 10 and are able to choose from Biology, Chemistry or Physics for Grade 11 and 12.

Students take Social Studies 10 and 11 that can lead to Geography 12 or History 12.

All students take Mathematics 10, 11, and 12. Calculus 12 is an elective for those successfully passing Mathematics 12.

The Foods program has been strengthened to help students adapt to independent university living.

Planning 10 is offered as a separate course in Grade 10.

Students have 150 minutes of physical activity weekly through Physical Education 10, 11, and 12. In addition, students engage in Tai Chi every Tuesday and Friday morning for 30 minutes.

TTMLIS students receive BC Ministry approved instruction in Mandarin 10, 11, 12 and Chinese as a Second Language by Chinese certified teachers. It is noteworthy that beyond the clearly defined requirements of the BC Graduation Program, the school

offers a wide variety of electives; Visual Arts 10 (General), Visual Arts 11, 12, Information Technology 10, Arts Foundations 11, 12, Studio Art (Drawing and Painting) 11, 12, Tourism 11, 12.

Graduation Program requirements are satisfied through one further enhancement – Grade 12 students meet individually with an Academic Advisor who assists them in selecting the most appropriate post-secondary program. The Graduation Transitions handbook for students is excellent. It assists the student in examining all areas of discernment before applying to colleges or universities. The handbook is well designed, easy to use and is an invaluable resource for graduates. The academic advisor meets grade 12 students during “X” block to provide them with academic counselling. The school strives for excellence and the BC Graduation students are the beneficiaries.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) *use the British Columbia Ministry of Education’s British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.***

As indicated in Section 19 above, the school administration presented the Team with course overviews that were thorough in detailing content, assessment schedules and strategies, and links with British Columbia Prescribed Learning Outcomes. Further, each classroom teacher had a comprehensive binder that included:

- Teacher biography and credentials
- ESL MOE Guidelines with supporting articles
- Course Outlines
- Attendance Records
- Assessment documents including mid-term exam results and school report cards in a computer generated format
- I Report – an administrative referral document for students not currently meeting learning outcome expectations. The intervention strategy refers the student directly to the SMART Center; a small group tutoring classroom for ‘credit recovery’.
- Daily Lesson Plans
- Copy of report cards

- Independent project overviews for 2011.

The Team visited every teacher delivering the BC program and it acknowledges diligent and satisfactory classroom pedagogy in each subject area. A few common themes are indicative of the quality of instruction offered at the school.

In terms of Leadership, the Principal and Vice Principal, supported by strong administrative staff, complement each other and offer strong role modeling for a young staff.

Every staff member and each subject area recognized the value of integrating English language skills into the core curriculum. The establishment of the SMART Center to offer a concentration on language weakness, and support for electives with strong language prerequisites such as Foods and Nutrition are exemplars of the English language focus. The concept is reinforced in course outlines, as quoted from the Art Foundations 11/12 and Studio Arts 11/12 course outline: “Our special emphasis is in enhancing student understanding of the English language, with a strong element of speaking, listening and writing. In this way, we hope to augment the students’ English 11 or English 12 program with a strong base of creative and critical thinking, whether it is through story-telling and public speaking, or through personal expression and visual art critique.”

The innovative SMART Center has been detailed earlier (see Section 22). The Team also visited ‘Super 9’ classes. This program enhances English language skills and prepares middle school students for the transition to the BC Graduation Program. The ESL program is transitioning from a four stage model to a more system-wide LEP (Language Elective Program) and trying to adapt the best features of each.

The school is rich in visual art displays, provides opportunities to cook food and earn credit, reinforces Chinese history through the impressive Zhou Enlai Museum and offers students extra-curricular opportunities through a long list of activities that include athletic and non-athletic teams and clubs.

The Team noted the sophistication of project development and presentation. Students are expected to adhere to the demanding IGNITE Presentation style and speak in English with sophisticated comprehension. The Team were impressed by the high-level oral presentations supplemented by PowerPoint presentations.

In the Spring of 2011, in conjunction with two other Maple Leaf Schools (Wuhan and Dalian), the school has published a book of student creative writing, called The Bridge. Student authors contributed short stories to this publication “in honour of the past”. The writings contained illustrate the high level of writing proficiency of the students and it serves as an exemplar for others to emulate.

Each student has a Learning Handbook, which is similar to a student agenda. It covers student expectations, responsibilities, activities and other useful pieces of information.

23. ***The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program***
- (a) ***that demonstrates Student progress in achieving intellectual, human, social, and career development,***
 - (b) ***that includes the Provincial Examinations, and***
 - (c) ***that demonstrates that all the Students are taught in accordance with this Schedule.***

As documented throughout this report, the Team observed high quality teaching carefully aligned to the BC curriculum. Consequently, the assessment and evaluation of TTMLIS students demonstrates satisfactory progress in achieving intellectual, human, social and career development.

Students are scheduled to write Provincial Exams consistent with the process utilized in previous years. All Provincial Exams will be electronic this year. English 10 and Social Studies 11 will be marked locally by BC certified teachers using rubrics and marking materials from the BC Ministry of Education.

24. ***The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.***

The Team verifies that Tianjin TEDA Maple Leaf International School adequately informs students and parents of academic progress through four report cards per year – two interim reports plus two final. The report cards contain three components: what the student can do, areas requiring improvement, and suggestions for improvement. The comments on the reports are translated into Mandarin so parents clearly understand their children's progress. The School is in the process of constructing the school website so that school information and translated report cards are available electronically.

25. ***The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.***

The Team verifies that Student Records exist for each student in the BC Program. The files, stored in locked filing cabinets in the administration office, include the students' demographic information, Permanent Records (1704 forms), report cards and signed

Consent to Collect, Use and Disclose Personal Information forms. The students' demographic information, Permanent Records (1704 forms) and report cards are stored electronically. The electronic information is secure and backed up regularly.

- 26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.***

Maple Leaf International Schools Human Resources policy states teachers are to be evaluated by the Principal in the first year of employment and then every five years thereafter. The Principal indicates that he has begun evaluating teachers and random examination of teacher files provided evidence to support that the policy is being followed. The Principal is to be evaluated by the Superintendent during the current school year.

Teacher files include each teacher's certificate and university credentials, signed *Consent to Collect, Use and Disclose Personal Information* form and verification of practising status. In the binder provided to the Team, a chart indicating which teachers were evaluated, by whom and on what dates, was included. This chart provided valuable data to the Team to be able to verify that an evaluation system was not only in place, but was actively being used. The Team commends the administration for this degree of organization in preparation for the inspection.

- 27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.***

As described above, the Team spent two days ensuring that the Agreement clauses of the contract between MLES and the Minister of Education are being appropriately followed by TTMLIS. This annual on-site inspection included an assessment of the facility, grounds and equipment as they pertain to the delivery of the BC Program. This

inspection also included a review of student and teacher records, office files, government documents, student and staff handbooks, local and system-wide policies and protocols, day-to-day operations and specific examination of the educational program.

The Team is pleased to state that the school meets the requirements of the Agreement.

28. ***The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.***

The BC Agent wrote a letter to the Province on November 9, 2010, indicating that all Maple Leaf International schools will assist graduating students with respect to applications for Canadian study permits and will track graduates' post-secondary careers in accordance with the Province's directions. In practice, the school adheres to the intent of the process for assisting graduates in their pursuit of post-graduate institutions for further study.

All students have signed the Province's form entitled "*Consent to Collect, Use and Disclose Personal Information*."

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, Principal and staff of Tianjin TEDA Maple Leaf International School for the:

- excellent teaching taking place in some of the classrooms visited. The relatively young and new staff is to be commended for their high standard of commitment, not only in time, but in quality and pride of work. This is exemplified in the Super 9 class, SMART Center and class specific efforts such as hands-on cooking, sophisticated art projects and demanding oral presentations.
- exceptionally good student command of the English language in some classes. Language acquisition in an offshore school is usually the greatest challenge to students. The strategies used to enhance language acquisition are showing good results.
- Good tone of the school that is conducive to learning – students show enthusiasm for learning and doing well.

- excellent leadership team of your principal and vice-principal who have the experience and vision of what makes an offshore school successful.
- the support provided by the Chinese Headmaster, Superintendent and CEO.

Recommendations

The school currently meets the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, and therefore the Team has no recommendations for the school Authority to complete.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that the British Columbia Program offered at Tianjin TEDA Maple Leaf International School continue to be recognized as a British Columbia Certified Program.

Candidate Status Review Report

BRITISH COLUMBIA PROGRAM

at

Wusong Shanghai BC High School

Shanghai, China

November 9, 2012

A. INTRODUCTION

On November 9, 2012, a Candidate Status Review was completed on Wusong Shanghai BC High School in Shanghai, China, termed the School or WSBC in this report. The purpose of this Review was to determine whether the School had made sufficient progress toward meeting the requirements for the British Columbia (BC) education program (according to the Offshore School British Columbia Program Certification Status Agreement) in order to be granted Candidate Status.

The Inspection Team (the Team) was appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the Offshore School British Columbia Certification Status Agreement (the Agreement). The Inspection Team consisted of Mr. Ron Wallsmith and Mr. Ed Noot (Chair).

The School's BC Program has an enrolment of 24 students, in Grade 10. They are actively planning on adding grades in the subsequent years to offer the complete BC Graduation Program by 2014-15, should Certification be achieved. The BC Program is housed within a larger school, Wusong Senior High School (10-12) which has an 88 year history and is currently considered a Key School in the Chinese system. The entire School, which houses the BC Program, enrolls 960 students.

During its visit to the School, the Team reviewed all 28 standards in the Candidate Status Review Catalogue, and met with the School's Authority, Chinese Principal, Offshore Representative, BC Principal and BC Teachers.

The Authority, Shanghai Uni-Ocean Culture Development Inc., is responsible for the BC Program at WSBC.

The BC Program's philosophy is to offer students an English immersion environment featuring small classes with a goal to instilling English language fluency along with the study, thinking and presentation skills needed to succeed in Canadian or other western post-secondary institutions.

The Team would like to thank Wusong Shanghai BC High School for its hospitality, cooperation and preparedness for the Candidate Status Review Visit.

B. CANDIDATE STATUS REVIEW ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Wusong Shanghai-BC Offshore School's progress toward meeting the requirements for the British Columbia (BC) Program (according to the *Offshore School British Columbia Program Certification Status Agreement*) in order to be granted Candidate Status. The actual requirements (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" are printed below in *bold italics* with the Team's observations underneath each requirement.

1. ***The Authority seeking candidate status under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***

The School Authority, Shanghai Uni-Ocean Culture Development Inc., meets the requirements outlined above.

2. ***The Authority, subject to the prior written approval from the Province, must have the power and capacity to:***
 - (a) ***operate the School in accordance with the laws of the country, province, and city where it is located and***
 - (b) ***provide a BC Program for minimum of six months prior to applying for Certification.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

The School (then called Shanghai Wu Song-BC Talent High School) received 'Selected Applicant Status' on March 12, 2012, and began offering classes in September, 2012, which precipitated this Candidate Status Review. The School has determined that henceforward they will be called the Wusong Shanghai BC High School. A letter indicating this change will be forwarded to the Director.

3. ***The Authority must have written approval to provide the BC Program or a letter of no objection to the Authority providing the BC Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may***

request such verification documentation at any time during the term of this Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement. The Team reviewed a translated document from the Shanghai Baoshan Bureau of Education, dated September 1, 2012, indicating support for opening the BC Program at the Wusong Shanghai BC High School.

The Team Chair met with the Principal of the Chinese school who articulated a sound understanding of the BC Program and pledged his full commitment to support this exciting endeavor.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in paragraph 5 of the Candidate Status Agreement.***

The Authority has contracted with Mr. Ron Grender to act as the Offshore Representative. Mr. Grender meets all of the requirements outlined in Paragraph 5 of the Agreement.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The Wusong Senior High School is located on a park-like campus with several building – both classroom buildings and dormitories. A new gymnasium is being constructed and should be ready for the 2013-14 school year. The campus also houses two libraries (one print and one digital), science and computer labs, a dance studio and a TV production studio.

The BC Program occupies 2 classrooms, along with teacher offices. They have access to science and computer labs and playing fields as needed.

- 6. The Authority must provide the Province with data requested at the time and in the form required, including the review and inspection catalogues. All records and reports must be in English.***

The Authority has provided the Province with the necessary information. A reasonably comprehensive Review Catalogue was received prior to the visit to the school.

- 7. The Authority's Certified British Columbia Program, student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any***

promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The School's promotional materials as outlined in handbooks and brochures meet the requirements for selected applicant schools. Many of the promotional materials still need to be translated into English. The School is encouraged to complete this task in the near future.

The School's website is currently available only in Chinese. The Team suggests that an English section outlining the BC Program be added. Care must be used to represent the School's status with the MoE accurately.

8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.

The Authority, though the BC certified staff, provides the Certified British Columbia Program at WSBC in English, with the exception of Information Technology 10, which is offered by a locally certified teacher. The School is required to request an exemption from the Director, as outlined in sections 4 and 5 of the Appendix to Schedule A of *the Agreement*, for offering this course in this manner. They are also required to confirm local certification for the teacher, keep a translated copy of file, supervise the course by a BC Certified teacher and demonstrate coverage of the BC IRP.

9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.

The School reports that the students in this, the first year class, did write an entrance exam that was prepared and administered by the Chinese School. The School understands how it would be important that in the future the English language assessment be written and administered by the BC Principal and staff.

Prior to admittance to the BC Program it is henceforth required that students write an English language assessment approved and administered under the supervision of the Principal or a British Columbia certified teacher to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of

courses accredited in the British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation.

10. *The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The School does not provide additional specific support for students who do not meet the minimum scores achieved on the English language assessment, however, English language development is a core focus of the entire program. The students receive extra ELL support for 40 minutes three times a week prior to the start of the regular school day. This additional class is taught by a Chinese English teacher. On one day a week students also receive a 40 minute class entitled IELTS Foundation class. This class is a part of the IELTS program that students take so as to meet the entrance requirements for many North American universities. The BC Certified teachers also provide extra English support in the Activities Club portion of the week. It should also be noted that the BC Program has twice the required number of hours for English 10 in their school timetable. The Team is encouraged to see the School make English language acquisition a priority.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Educational Resources

The School uses recommended textbooks for all the BC courses. The School is in the developmental stage of acquiring secondary support materials. The BC teachers have brought many of their own resources to assist their teaching. Because teachers are providing many of their own resources it is important that they have access to a photocopy machine so that they can prepare work for their students on a regular basis.

School Library

The library is in the developing stages. The School is presently renovating the library and a section will be dedicated to the BC Program. At present they do not have any books for students to access. Prior to the Certification inspection the School must develop a plan for developing their library as an education resource.

Instructional Use of Technology

The classrooms dedicated to the BC Program each have a computer with internet access that allows the teacher to put up displays on the smart board at the front of the room. This allows teachers to prepare material at home, put it on a USB stick and then present the material in the classroom. As well each classroom has a visualizer that allows the teacher to have students come forward to display their work on the screen at

the front of the room. The smart board would allow for future use of distance learning courses should the school desire to do so.

Development Plans: Library and Technology

As mentioned previously the School is building a new library with a section dedicated to the BC Program. The School also has three computer rooms to which the BC Program has access. There are 48 computers in each of the computer rooms so in the future the School will be well equipped to do BC provincial exams. It is suggested that the BC Program confirm adequate connectivity before they write their first provincial exams.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working at a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The Principal holds a current Certificate of Qualification issued under the Teaching Profession Act. He has previous experience teaching in a BC and in the BC Offshore Program and has been given 82% administrative time to manage the daily operations of the school. The Principal has 22 years of experience as a BC teacher but is new to an administrative role. The Team confirms that Principal has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*. The Team reminded the School of the requirement to have an experienced administrator fill the role of principal. The Team was assured that this would be the case for the next school year.

The Principal is forging a relationship with the Chinese administration and is encouraged to continue his efforts in this respect.

An evaluation will be conducted by the BC Offshore Representative according the adopted procedure that is in place.

- 13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.***

All teachers at the School are BC certified and have had appropriate and regular background checks by virtue of this this certification.

- 14. The Authority must employ only Authorized Persons (BC-certified teachers) to teach in the Certified British Columbia Graduation Program,***

except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.

There are currently three teachers on staff at the School and all hold valid Certificates of Qualification from the BC Teachers' Regulation Branch. The Team reinforced the importance of hiring only duly certified teachers as the program expands. The Team confirmed local certification for the teacher of IT 10, for which an exemption will be requested as outlined in section 8 of this report.

The Team noted that the School will experience a planned mid-year turnover of two teachers. While the School has planned carefully for this and they have ensured that they will have BC certified teachers in place all year, this type of transition should be an anomaly and not the norm.

- 15. The Authority must ensure that only Authorized Persons (persons who hold a BC Certificate of Qualification or, until June 30, 2013 a BC Letter of Permission) plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.***

Only BC certified teachers (with the exception of IT 10 as noted above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers will report out to parents or legal guardians regarding the progress of students.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:***

- (a) hours of work,***
- (b) the duties of the British Columbia Certified Teacher,***
- (c) the teaching assignment,***
- (d) accommodation provided or available,***
- (e) length of school day,***
- (f) length of School Year,***
- (g) salary and benefits,***
- (h) travel arrangements,***
- (i) medical expenses,***
- (j) applicable work permits.***

The contract offered to teachers by the Authority is comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract.

The Team suggests that the contract stipulate the number of Saturdays that will be considered working days throughout the school year.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

At this time the School is investigating their options as to which administrative system would best suit their needs for transfer of student registration data, BC teacher registration data, student TRAX data and e-exam registration and delivery. The decision of which system to purchase will be made at the time of certification. For e-exams the School is well set up with 3 computer rooms with 48 computers in each. The computer rooms have printer capabilities and internet access.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The School has developed a student/parent handbook outlining expectations with respect to daily operations. The handbook is very well developed at this stage of the School's history. Further development of school policies will occur with a view toward full Certification. The Team was pleased to note fully developed emergency, fire and evacuation plans for the school. Although an appeal policy is articulated the Team suggests that it be reviewed prior to the Certification inspection.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

The School presently has one Grade 10 class of 24 students and they are enrolled in English 10, Science 10, Foundations and Pre-Calculus Math 10, Social Studies 10, Physical Education 10, and Planning 10, all of which are taught by BC Certified teachers. The students are also taking Information Technology 10 which is being taught by a Chinese certified teacher. All of these courses meet the instructional time and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act and enactments referred to in that order. The Team discussed with the School the possible advantages of developing their language support offerings as a BAA course.

- 20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.**

Primary Program (K-3)

Intermediate Program (Grades 4-9)

The School currently offers only Grade 10.

- 21. If certified to offer a BC Graduation Program, the Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the British Columbia School Act.**

At present the School is offering only Grade 10. Students are enrolled in all the Grade 10 courses required for the Graduation Program (English 10, Foundations and Pre-Calculus Math 10, Science 10, Social Studies 10, Planning 10 and Physical Education 10) as well as Information Technology 10. The School is required develop a plan that will enable students to satisfy British Columbia graduation requirements at the end of the 2014-15 school year.

- 22. The Authority must:**
(a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and

The staff and administration of WSBC is to be commended for the excellent job they have done on their course overviews for every course offered within the BC Program. It

was clear to the Team that the teachers have worked diligently on their course overviews and they all meet the requirements as outlined in the Inspection Catalogue.

(b) how does, or will, the School ensure there are no significant discrepancies between grades and provincial exam results

Indications are that the School has already given thought as to how they will ensure there are no significant discrepancies between grades and provincial exam results.

(c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.

The School is currently offering only Grade 10.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with the requirements of the Certification Status Agreement.

A) Based upon the Team's observations of the School's course overviews and assessment strategies it was clear the staff were assessing student progress in achieving intellectual, human, social and career development. The BC certified teachers are aware of variety of assessment tools that check on student progress in all areas.

B) At this time teachers are emphasizing having the students make the change from studying in the Chinese school system to studying in the BC school system. Plans are in place to develop appropriate preparation for provincial exams.

C) The Team observed that all students are taught in accordance with the requirements of the Certification Status Agreement. The students are benefitting from the fact that the teachers have many years of experience in both the BC public school system and the BC Offshore School system.

- 24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.**

At the time of the inspection the School had not yet issued a report card. However, the Team did see a sample of the report card they will use in the upcoming weeks which will reflect all courses accredited in the BC Program being offered by the school. The School plans to issue four report cards through the year. They have recently had parent-teacher interviews and another interview session is planned for later in the year. Once the School has decided on an administrative system for their data transfers they will design a formal report card that will reflect all courses accredited in the BC Program.

- 25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.**

The School has made significant progress in developing a system for maintaining student records according to the requirements of the Certification Agreement. They include registration information along with copies of previous report cards and identification documents. PR cards are completed with the exception of PEN numbers, which cannot be issued by the MoE until after certification is achieved. The School has the current copies of MoE personal information consent forms. The Team suggests that these are signed and filed prior to the certification inspection. The Team noted the fine work on the administrative assistant in this respect and others. Should the School achieve BC Certification the importance of a person in this role increases as more detailed records need to be kept and more communication with the MoE is required.

- 26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.**

Teacher and principal evaluation procedures are established and outlined in the catalogue of data. The Teacher Handbook is in the early stages of development and should be completed prior to the certification inspection. Teacher files are under development and will be completed prior to the certification inspection.

- 27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain**

Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

In conducting this Candidate Status Review on the Wusong Shanghai BC High School, the Team toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. Notwithstanding the requirements as outlined below, the School is offering a BC program that is moving towards meeting the requirements of the Offshore Agreement.

The Team is satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28. Although it does not yet offer the full Graduation Program the School is aware of its obligations when it does.

Personal information consent forms are covered in section 25 of this report.

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Wusong Shanghai BC High School have:

- forged a strong and positive working relationship between the Chinese and BC administration;
- established a strong focus on enhancing English language acquisition by all means available; and,
- worked hard to achieve a high level of organization at this early point in the School's history.

Requirements

The Authority must attend to the following matters and confirm their completion in writing to the satisfaction of the Director of International Education, responsible for BC offshore school programs, by December 30, 2012, and prior to a BC Offshore School Program Certification Inspection being scheduled.

- The School is required to request an exemption from the Director for IT 10 as outlined in section 8 of this report.
- The School is required to develop and administer an English language entrance assessment under the BC Program Principal as outlined in section 9 of this report.
- The School must develop a plan for developing their library as an education resource.
- The School is required to provide an overview of their plans to offer the entire Graduation Program.
- For the 2013-14 school year the School is required to have an experienced Principal as per the terms on *the Agreement*.

Suggestions

The Inspection Team suggests to the School that it devotes the necessary time and energy to develop/enhance the following items prior to the School's inspection for BC Offshore School Program Certification.

- Develop an English section of the website and promotional materials highlighting the BC Program as outlined in section 7 of this report.
- Ensure adequate connectivity for BC provincial exams.
- Stipulate the number of Saturdays that will be considered working days throughout the school year.
- Review parent appeal policy as articulated in the parent handbook.
- Have personal information consent forms for students and staff signed and filed.
- Develop a teacher handbook.

D. SUMMATIVE RECOMMENDATION

The Candidate Status Inspection Team recommends to the Director of International Education that, contingent on the School's response to the above listed Requirements to the satisfaction of the Director, the British Columbia Program offered at Wusong Shanghai BC High School be granted Candidate Status.



International Education Branch

Telephone: (250) 356-1404

Inspection Report

REPORT COVER SHEET 2012/2013

A. School Information

NAME OF SCHOOL Wusong Shanghai-BC Offshore School	
ADDRESS OF SCHOOL No. 99, North Tongtai Road, Baoshan District	SCHOOL MINISTRY CODE (if applicable) n/a
CITY Shanghai, China	POSTAL CODE 200940
NAME OF AUTHORITY Shanghai Uni-Ocean Culture Development Inc.	

B. Type of inspection:

- ☐ Candidate Status
- ☐ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Mr. Ron Wallsmith

Mr. Edward Noot

Date of Inspection Visit:

November 9, 2012

Candidate Status Review Report

BRITISH COLUMBIA PROGRAM

at

Shanghai United International School – Shang Yin Campus
Shanghai
China
November 7, 2012

A. INTRODUCTION

On November 7, 2012, a Candidate Status Review was completed on Shanghai United International School – Shang Yin Campus in Shanghai, China, termed the School or SUI in this report. The purpose of this Review was to determine whether the School had made sufficient progress toward meeting the requirements for the British Columbia (BC) education program (according to the *Offshore School British Columbia Program Certification Status Agreement*) in order to be granted Candidate Status.

The Inspection Team (the Team) was appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement). The Inspection Team consisted of Mr. Ron Wallsmith and Mr. Ed Noot (Chair).

The School's BC Program has an enrolment of 206 students, in Grades 1 - 6. The BC Program is housed within a larger Chinese private school that serves 1100 students in Grades 1 – 9.

During its visit to the School, the Team reviewed all 28 standards in the Candidate Status Review Catalogue, and met with the School's Authority, Offshore Representative, BC Vice-Principal, Chinese Principal, Chinese Vice-Principal and BC Teachers.

The Authority, Xiehe Education Group, is responsible for the BC Program. The Authority operates a certified BC Program high school in Shanghai and also runs a large educational enterprise in Shanghai offering both Chinese and English education (under a number of different programs) to about 20,000 students.

The School's philosophy and objectives are to form a unique 'east meets west' school where Chinese and BC teachers work together to offer the BC Program in a spirit of diversity, balance, tolerance and innovation. The Team acknowledges this school as a unique example of the BC Program in China, which up until this time has largely focused on the Graduation Program. The BC Ministry of Education (MoE) has extended some program flexibility on a pilot basis to ascertain whether this model is a viable

SUIS Shang Yin Campus: BC Offshore School Program: Candidate Status Review
November 7, 2012

option in China. It will prove challenging to meet the requirements of both China and BC, but the School is committed to make every effort to seek to achieve this goal.

The Team would like to thank Shanghai United International School – Shang Yin Campus for its hospitality, cooperation and preparedness for the Candidate Status Review Visit. The Team also appreciates the open and engaging discussions held by all stakeholders pertaining to the assessment of this pilot project.

B. CANDIDATE STATUS REVIEW ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Shanghai United International School –Shang Yin Campus’s progress toward meeting the requirements for the British Columbia (BC) Program (according to the *Offshore School British Columbia Program Certification Status Agreement*) in order to be granted Candidate Status. The actual requirements (as printed in the “Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A” are printed below in *bold italics* with the Team’s observations underneath each requirement.

- 1. The Authority seeking candidate status under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority’s obligations under the Agreements.***

The School Authority, Xiehe Education Group, meets the requirements outlined above.

- 2. The Authority, subject to the prior written approval from the Province, must have the power and capacity to:***
 - (a) operate the School in accordance with the laws of the country, province, and city where it is located and***
 - (b) provide a BC Program for minimum of six months prior to applying for Certification.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this candidate inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

The School received ‘Selected Applicant Status’ on November 11, 2011, and began the conversion of an existing International Program to the BC Program in September, 2012, which precipitated this Candidate Status Review.

- 3. The Authority must have written approval to provide the BC Program or a letter of no objection to the Authority providing the BC Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may***

request such verification documentation at any time during the term of this Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement. The Team reviewed a translated document from the Shanghai Minhang Department of Education, dated December 6, 2011, indicating full support for opening the BC Program at the Shang Yin Campus of Shanghai United International School.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in paragraph 5 of the Candidate Status Agreement.***

The Authority has contracted with Mr. Brian Butcher to act as the Offshore Representative. Mr. Butcher meets all of the requirements outlined in Paragraph 5 of the Agreement.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The School is located on a beautiful fenced campus that includes two classroom buildings and several dormitory buildings. Buildings are separated by well-maintained gardens and walkways. One building contains classrooms for the domestic, Pioneer and BC Programs, while the other building contains an impressive variety of specialty areas including an auditorium, dance studio, multiple music instruction and practice rooms, a library, a chemistry lab and a physics lab. The center of the campus is dedicated to playground space which includes a playground / climbing structure, an outdoor basketball court, a rubberized running track and an all-weather playing field.

The Team confirms that the facilities at the School are excellent and are entirely suitable to support the BC Program.

- 6. The Authority must provide the Province with data requested at the time and in the form required, including the review and inspection catalogues. All records and reports must be in English.***

The Authority has provided the Province with the necessary information. A comprehensive Review Catalogue was received prior to the visit to the school.

- 7. The Authority's Certified British Columbia Program, student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the***

Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The School's promotional materials as outlined in school handbooks and the School's website meet the requirements for selected applicant schools.

- 8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

The Authority provides the BC Program in English, with a 'pilot program' exemption granted for math, which is offered in Chinese with the BC teachers on hand to provide support and extra BC PLO coverage. In addition to the BC Program the School is required to accommodate extra foreign language teaching in Chinese and Japanese. The Team's concerns about the amount of time that is dedicated to the BC Program teaching are addressed in section 19.

- 9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

In both the Primary and Intermediate Program students are assessed by the BC Vice-Principal. They are given an oral exam which covers basic conversation for understanding of questions. Depending on the grade level, they are given a reading/comprehension task and writing task. If they are found to have no English they may be admitted at the Grade 1 level or put on a wait list. If their ability is considered too low they are refused admittance.

- 10. The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

Students who require additional ELL support receive it through a pull-out support program with the ELL teacher. Students may receive up to 5 periods per week.

- 11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.***

Educational Resources

Textbook supply is sufficient for a beginning program. The exempted Chinese Math program use a consumable workbook at all grade levels. Most classrooms have a number of books from either the Storytown Basil Reading series or the Oxford Reading series.

School Library

The School Library has a reasonable number of English books although most are a bit dated. However, the School has been given a very generous budget for purchasing new books to add to the collection. The Vice-Principal expressed a desire to utilize some of these funds for classroom libraries.

Instructional Use of Technology

There is one computer room for the entire school and the BC Program has some access to this room. There are also about 10 working computers in the library. Classrooms have one computer that teachers can use to put information up on a screen at the front of the classroom. Teachers make effective use of this technology within their classrooms.

Development Plans: Library and Technology

As mentioned above the school will be adding to their library resources with the allocated budget.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working at a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The BC Program is currently administered by the BC Vice-Principal, who holds a current Certificate of Qualification issued under the Teaching Profession Act. She is in her first year at this School and has been given approximately 85% administrative time to manage the daily operations of the school. This time is sometimes diminished by the need to cover classes for sick teachers. The Vice-Principal has 22 years of experience as a teacher, including 5 years as a BC administrator. The 'big school' is run by a Chinese Director and Principal who oversee the BC Program as part of their responsibilities.

While the entire administrative group generally works well together the Team is unable to confirm that the BC Vice-Principal has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

The Team requires the Authority to:

- Review the time allotment of the BC Vice-Principal to ensure she has the necessary time to oversee the program as articulated in *the Agreement*; and,
- Review the scope of authority to ensure that the BC (Vice) Principal has the authority to determine decisions with respect to the BC Program as outlined in *the Agreement*.

13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.

All certified BC teachers, or those who are 'in process', have had appropriate background checks through the BC TRB. The school must conduct a criminal background check for both exempted teachers. One has been completed and other must be completed immediately.

14. The Authority must employ only Authorized Persons (BC-certified teachers) to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.

Twelve teachers, including the Vice-Principal, deliver the BC Program. Seven hold valid a COQ issued by the Teacher Regulation Branch of the MoE. Three teachers have applied to the TRB and their applications are in process, but require additional documents to be provided. Two teachers are currently not BC certified but are covered by a special 1-year exemption offered to the School during this transition period.

The School is required to provide the Director of International Education with evidence of completed certification for the three teachers who are in process by **December 30, 2012**. Failure to comply with this requirement would necessarily delay the potential Certification Inspection of the School.

The School is committed to engaging in ongoing professional development and the Team held discussions with the Vice-Principal about some themes that may be addressed during these activities.

15. The Authority must ensure that only Authorized Persons (persons who hold a BC Certificate of Qualification or, until June 30, 2013 a BC Letter of Permission) plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.

Only BC certified teachers (with the exceptions noted above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers (with the exceptions noted above) will report out to parents or legal guardians regarding the progress of students.

16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:

- (a) hours of work,**
- (b) the duties of the British Columbia Certified Teacher,**
- (c) the teaching assignment,**
- (d) accommodation provided or available,**
- (e) length of school day,**
- (f) length of School Year,**
- (g) salary and benefits,**
- (h) travel arrangements,**
- (i) medical expenses,**
- (j) applicable work permits.**

The contract offered to teachers by the Authority is comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract and in the staff handbook. The staff handbook also outlines routines and expectations of teachers.

The Team suggests that the contract stipulate the number of Saturdays that will be considered working days throughout the school year.

17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.

The School has the capabilities for electronic transfers required for an elementary school.

18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the

foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.

The School has developed staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are very well developed at this stage of the School's history. Further development of school policies will occur with a view toward full Certification. The Evaluator was pleased to note fully developed emergency, fire and evacuation plans for the school. The School is commended for this work.

19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.

The present school timetable indicates that the time requirements for subject instructional time are **not being met within** the BC Program. A significant amount of instructional time is currently devoted to extensive instruction in two second languages (Chinese and Japanese), leaving the BC Program short of the required hours. In order to meet the 850 required hours of instruction time would have to be increased in the BC Program in the following areas: Language and Citizenship, Science, Math and Technology, Physical Education, Fine Arts and Health and Career Education. The School plans to start a Kindergarten class in March. In order for the Kindergarten to be considered part of the BC Program it would have to meet BC time requirements in the 2013-14 school year as an exemption for part-time Kindergarten has been granted for this year. The Team noted that DPA requirements are currently not being met.

The School is required to review the time allotment for the BC program ensuring compliance (**note: this task may take some time, however, a progress report should be filed by December 30, 2012**). The Team held intensive discussions with the School Authority and administration on this point recognizing that both the Chinese and BC Governments have requirements. The joint admin team will have to be highly collaborative and cooperative to seek a creative resolution to this issue.

20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

At all levels the Team observed:

- very organized classrooms with evidence of student work posted on the walls as well as many brightly coloured posters appropriate to the grade level;

- documentation provided through the administration that informs all staff of BC expectations;
- a positive teaching atmosphere with lots of student/teacher and student/student interaction;
- competent and positive teaching strategies from the BC staff, despite the fact that some of the classrooms were somewhat crowded; and,
- assessment strategies consistent with MoE expectations and sufficient to adequately inform parents of their child's progress.

Primary Program (K-3)

The Primary Program at Shang Yin is driven by interactive learning and teachers using a variety of teaching strategies to deliver integrated units of study. It was obvious to the Team that the school places a priority on English language competency. There are two guided reading programs in use in the school and teachers encourage students to do individual reading whenever there is spare time within the day.

Intermediate Program (Grades 4-9)

The Intermediate Program also has an emphasis on student/teacher and student/student interactions. As a result students display proficiency in oral English. Once again some of the classrooms were somewhat crowded. There was a high level of energy within the classrooms. Teachers in some of the classrooms were observed using technology during the lessons. Around the classroom there were sets of books that students had access to if they had some free time to do some individual reading.

As the BC Program at Shang Yin is in its infancy stage and the staff come from a variety of backgrounds it is suggested that the staff work together to share successful teaching and assessment strategies to enable students to have an enriched educational experience where they can reach their full potential.

- 21. *If certified to offer a BC Graduation Program, the Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the British Columbia School Act.***

The School offers only Grades 1-6.

- 22. *The Authority must:***
- (a) *provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***

The Team observed that the course overviews at the School are developing and as such many of them do not yet include all the required components; namely content, planning for assessment, achievement indicators, and links with the BC Curriculum learning outcomes.

The School is required to upgrade course overviews prior to the certification inspection. The Team and the BC Vice-Principal discussed several strategies which could be implemented in this regard.

(b) how does, or will, the School ensure there are no significant discrepancies between grades and provincial exam results

The School offers only Grades 1 – 6.

(c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.

As many of the teachers in the School are new to the BC Program the BC Vice Principal will be leading training sessions on how to use the Performance Standards in assessing student process. It is expected that the certification inspection team should observe noticeable progress towards this goal.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with the requirements of the Certification Status Agreement.

All the teachers in the BC Program maintain a record of marks for their students. They use a variety of assessment strategies in determining a student's overall mark in each subject area. These assessment strategies demonstrate student progress in achieving intellectual, human, social and career development.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student

achievement and how this information is shared with parents or legal guardians.

The School reports to parents twice a year with a formal report card. Informally parents are provided with a daily back and forth book which reports on homework and daily work concerns. The parent must sign this book and this initiates a line of communication between the teacher and the parent. Meetings with parents are held regularly, particularly if there is a problem.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

The School has made significant progress in developing a system for maintaining student records according to the requirements of the Certification Agreement. Current files contain admission forms, medical information and the personal information consent forms. Upon Certification PEN numbers can be obtained and PR cards can be added to the files.

26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.

Teacher evaluation policies are established and outlined in the staff / administrative handbook. Teacher files are well maintained and include copies of certification, contracts, freedom of information consent forms and resumes. These files are securely stored in an admin office.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

In conducting this Candidate Status Review on the Shanghai United International School – Shang Yin Campus, the Team toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. Notwithstanding the requirements as outlined below, the School is offering a BC program that is moving towards meeting the requirements of the Offshore Agreement.

The Team is satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program, providing a way can be found to meet the time requirements for both the Chinese and BC Programs.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The School offers only Grades 1 – 6. Personal information consent forms are reviewed in section 25 of this report.

PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of SUIS – Shang Yin Campus have:

- the courage to think outside the box in developing this unique program;
- a strong commitment to creatively making the BC Program work at the elementary level; and,
- a strong organizational state as evident in well-developed handbooks and well organized files.

Requirements

The Authority must attend to the following matters and confirm their completion in writing to the satisfaction of the Director of International Education, responsible for BC offshore school programs, by December 30, 2012, and prior to a BC Offshore School Program Certification Inspection being scheduled.

- Review the time allotment of the BC Vice-Principal to ensure she has the necessary time to oversee the program as articulated in the Agreement.
- Review the scope of authority to ensure that the BC (Vice) Principal has full authority to determine decisions with respect to the BC Program as outlined in the Agreement
- Conduct a criminal record check as outlined in Section 13 of this report.
- Provide the Director of International Education with evidence of completed certification for the three teachers who are in process by **December 30, 2012**.
- Review the time allotment for the BC program ensuring compliance in this area as noted in Section 19 of this report (note: this task may take some time, however, a progress report should be filed by December 30, 2012).
- Upgrade course overviews as noted in section 22 of this report.

Suggestions

The Inspection Team suggests to the School that it devotes the necessary time and energy to develop/enhance the following items prior to the School's inspection for BC Offshore School Program Certification:

- that the contract stipulate the number of Saturdays that will be considered working days throughout the school year; and,
- encourage staff to share best teaching practices with one another to enhance professional practice throughout the school.

C. SUMMATIVE RECOMMENDATION

The Candidate Status Inspection Team recommends to the Director of International Education that, contingent on the School's response to the above listed Requirements to the satisfaction of the Director, the British Columbia Program offered at Shanghai United International School – Shang Yin Campus be granted Candidate Status.



Ministry of Education

Offshore School Program

International Education Branch

Inspection Report

Telephone: (250) 356-1404

**REPORT COVER SHEET
2012/2013**

A. School Information

NAME OF SCHOOL Shanghai United International School - Shang Yin Campus	
ADDRESS OF SCHOOL 185 LongMing Road, Minhang District	SCHOOL MINISTRY CODE (if applicable) n/a
CITY Shanghai, China	POSTAL CODE 20110
NAME OF AUTHORITY Xiehe Education Group	

B. Type of inspection:

- ☐ Candidate Status
- ☐ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Mr. Ron Wallsmith

Mr. Edward Noot

Date of Inspection Visit:

November 7, 2012

Candidate Status Review Report

BRITISH COLUMBIA PROGRAM

at

CANADA BRITISH COLUMBIA INTERNATIONAL SCHOOL

Seoul, Republic of Korea

October 29, 2012

A. INTRODUCTION

On October 29, 2012 a Candidate Status Review was completed on the British Columbia Program at Canada British Columbia International School in Seoul, Republic of Korea (termed CBIS or the School in this report). The purpose of this Review was to determine whether the School had made sufficient progress toward meeting the requirements of the British Columbia (BC) education program (according to the *Offshore School British Columbia Program Certification Status Agreement*) in order to be granted Candidate Status.

The Inspection Team (the Team) was appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement). The Inspection Team consisted of Terry Sullivan and James Beeke, Chair.

The School's BC Program in this Report refers to the program at CBIS for which the Authority is pursuing BC certification. This program has a current enrolment of 50 students, in Grades 1-6.

The Authority, CBIS Company, Ltd. is responsible for the BC Program. The Authority also operates a Pre-School and two Kindergarten classes on different floors of the same building. The Kindergartens are not part of the BC Program. The School and its facility do not house any other educational programs.

During its visit to the School, the Team reviewed all 28 standards in the Candidate Status Review Catalogue, and met with the School's Authority, Offshore Representative, BC Principal, BC Teachers and Academic Affairs Coordinator.

CBIS's mission statement for its BC Program is:

CBIS provides an English-speaking, student-centered learning environment that strives for personal excellence, so that all of its students may acquire the skills, knowledge and work ethic to become responsible, contributing members of a global society.

The Team would like to thank Canada British Columbia International School for its hospitality, cooperation and preparedness for the Candidate Status Review visit.

B. CANDIDATE STATUS REVIEW ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Canada British Columbia International School's progress toward meeting the requirements for the British Columbia (BC) Program (according to the *Offshore School British Columbia Program Certification Status Agreement*) in order to be granted Candidate Status. The actual requirements (as printed in the *Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A*) are printed below in ***bold italics*** with the Team's observations underneath each requirement.

1. The Authority seeking candidate status under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.

CBIS Company, Ltd. is a legal entity registered as an incorporated company with the Gang-Dong Regional District Office. Its Business Registration Certificate (#212-81-99594) was signed on July 16, 2012.

2. The Authority, subject to the prior written approval from the Province, must have the power and capacity to:
(a) operate the School in accordance with the laws of the country, province, and city where it is located and
(b) provide a BC Program for minimum of six months prior to applying for Certification.

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this Candidate Status review to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

The Team is not aware of any non-compliance issues with the country, province or city governments where the School is located (see also 3. below).

The School commenced operation with students in September 2012; this is its first year of operation.

- 3. *The Authority must have written approval to provide the BC Program or a letter of no objection to the Authority providing the BC Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

A Memorandum of Understanding was signed on May 20, 2008 between the Gyeonggi Provincial Office of Education and the British Columbia (BC) Ministries of Education and of Advanced Education regarding educational cooperation. While the School's *Korean Certificate of Institute Establishment and Operation* (No. 6345 issued on May 29, 2012) states that the School's objectives are *Foreign Language, Music and Art Program*, the local government issued this license after visiting CBIS and understanding that it is teaching the full BC Program in English to Korean students. The Gang-Dong Regional Education Department visited and inspected the School on May 28, 2012 with a follow-up visit in June 2012. It therefore appears that the local government has decided to license the School as a "Hagwon" or "special, private or language school," but that the local government and education authorities are aware of the nature and requirements of the BC Offshore School Program being delivered at the School.

- 4. *The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in paragraph 5 of the Candidate Status Agreement.***

The Authority has secured the services of Denis Therrien to serve as its Offshore Representative. Mr. Therrien has been approved by the Province and meets the requirements of the Offshore Representative as specified in the Agreement. In addition to all of the required functions, the Offshore Representative also assists with interviewing teacher applicants and providing consultant-type services for the administration. The Offshore Representative has extensive experience in BC education, as a teacher and administrator, as well as years of involvement with BC offshore school programs.

The School will ensure that the seven requirements of a BC Offshore Representative, as specified in section 5.06 of the *Offshore School British Columbia Program Certification Status Agreement*, are included in the next contract offered to its Offshore Representative.

5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.

CBIS is housed in a newly-constructed eight-floor building (two below ground and six above ground). The building is owned by the Authority. The School facility includes: 15 classrooms, a library, a 24-station computer lab, an 80-seat auditorium, a gymnasium, cafeteria, Science lab, Art room, Music room and Dance room, as well as offices, staff room, washrooms, common areas and storage rooms.

The Team commends the School for its bright, attractive, functional and clean school facility. Attractive displays of student work were observed throughout the building. The facility is well-designed and constructed to deliver the BC educational program

The Authority's Business Registration Certificate (#212-81-99594) was issued on July 16, 2012. This certificate includes approval by the city building inspector who inspected the School in April 2012.

The School's inspection by the Gang-Dong District Fire Department was completed on April 13, 2012. On-going inspections of fire equipment are conducted by a fire equipment company and documented by the School. CBIS has conducted a fire drill, observed procedures needing addressing, and has put modifications in place.

The School provides daily lunches for its students and staff at its cafeteria. The cafeteria nutritionist completed a mandatory safe foods course and random cafeteria inspections are completed by the Gang-Dong Regional District Office throughout the year.

Monthly elevator inspections are also conducted and documented. A medical services room is provided at the School.

6. The Authority must provide the Province with data requested at the time and in the form required, including the review and inspection catalogues. All records and reports must be in English.

The School Authority, Principal and Offshore Representative submitted a completed *Candidate Status Inspection Catalogue* and provided necessary information and documentation in English during the inspection of the School.

- 7. The Authority's Certified British Columbia Program, student accommodation, facilities, students fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.**

The School's information regarding its BC Program appears to be consistent between its application packet; website; School policies; and Student, Parent and Staff Handbooks.

- 8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.**

The BC Program is delivered entirely in English.

- 9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.**

All students applying to enter the school must undergo an English Language assessment that is administered by the School Principal (or the Academic Affairs Coordinator in his absence). Students are tested on Reading Comprehension, Vocabulary, Speaking (Fluency and Confidence) and Speaking (Accuracy and Pronunciation). Students are scored on a rubric developed by the Principal with a four point scale which ranges from Very Limited Understanding to Good Understanding. The BC Principal must approve all student admissions.

- 10. The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.**

The School has added an extra period at the end of the school day as an activity period. ELL is provided during this period, which is not part of the BC Program.

Students self select into this additional support or are referred for support by their classroom teacher. One of the teachers instructing in this program has her teaching degree from Ontario and the other has a teaching degree from Iowa State University

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

Educational Resources

All classrooms were visited and teachers have the textbook resources they need. Math texts and workbooks were evident for all grades. Some texts arrived after School start-up and others are continuing to arrive at the School. Teachers have indicated that the School administration responds quickly to any resource needs that they need and that they are reimbursed for any materials that they need to purchase immediately and acquire locally.

School Library

The development of the library is in its early stages and the selection is small. There are four computer terminals available in the library for student use. All have internet access. The school is presently developing a plan to add additional resources to the library, now that teachers are in place and can have input into what is needed.

Instructional Use of Technology

Internet is available throughout the School and classrooms are equipped with LCD viewers and screens. Each teacher has a laptop computer in his/her classroom. Each grade level has a distinct class for technology scheduled into the timetable. The school has developed a comprehensive curriculum for the integration of technology into School programs as well as guidelines for the safe uses of technology for students. The School also provides a fully-equipped computer lab and an auditorium with stage and internet access.

Development Plans: Library and Technology

The Team encourages the School to primarily focus on two critical areas for library development: interesting fictional titles to encourage students to read in English, and sufficient non-fiction resources (on-line, digital and print) to enable students to do meaningful research.

12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working at a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.

The Principal holds a valid BC Certificate of Qualification, has 22 years of teaching experience with 20+ years of school administrative type experience in BC education. As this experience does not clearly align with this requirement, the Team recommends that the Principal forward a listing of his educational administrative experiences to the Director to obtain the Director's approval for meeting the spirit and intent of this requirement. The Team supports approval when it considers such items as: Mr. Olund's reputable educational career in BC; his 20+ years serving as school counsellor, department head and regional coordinator for the Ministry in BC; his experience as academic advisor in a BC offshore school; his serving as team member and chair of BC offshore school program inspection teams for the BC Ministry of Education; as well as the impressive beginning of CBIS and the positive working relationship between the Authority, Principal, faculty and staff at this School.

The Principal is delegated sufficient authority to ensure that the BC Program is implemented in a sound manner. He is allotted 100 percent time for administration.

Job descriptions will be written that more clearly articulate the roles of BC Principal, Academic Affairs Coordinator and Director of School Operations within the administrative structure of the School.

The Offshore School Representative is scheduled to evaluate the Principal this current school year.

13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.

The School Principal and the Offshore School Representative conduct appropriate background checks on all prospective teachers and the Academic Affairs Coordinator does so for non-teaching Korean staff.

14. The Authority must employ only Authorized Persons (BC-certified teachers) to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for courses for which the Province has granted an exemption in writing.

The School currently employs seven full-time teachers to deliver the BC Program.

Two persons are currently serving as teachers in the BC Program who do not possess BC Certificates of Qualification (see Appendix A for more details). The one teaches Art in Grades 1-6 and the other Music (Strings) in Grades 1-6. It appears that both do not meet TRB qualifications for issuing COQs. Discussions took place with the Principal and Offshore Representative regarding this situation, as currently the School would not be in compliance with the certification requirement that all teachers in the BC program must hold valid Certificates of Qualification (COQs) issued by the Teacher Regulation Branch (TRB) of the Ministry of Education.

Two possibilities exist:

1. Immediately replace the current instructors with Authorized Persons (teachers with valid COQs).
2. Removing the Art and Music (Strings) courses from the BC Program and offering them as extra-curricular. Due to the School's longer instructional days and total yearly instructional hours, which significantly exceed the minimum required, this option would be possible. If this option would be selected, however, some other Fine Arts instruction would then need to be incorporated into current classroom timetables for Fine Arts. Classroom teachers could provide the Fine Arts instruction needed within the BC Program.

The School is to report to the Director of International Education by November 30, 2012 regarding how it intends to resolve this situation for this current school year, but it must do so prior to its certification inspection.

Teacher files were current and well-organized. The Team noted that teachers' files included: completed teacher evaluations, teacher contracts, teacher passports and work visas, and copies of BC teacher certificates. The School was informed to include copies of TRB issued COQs as they are currently being sent to teachers.

The School will obtain and each teacher will complete the form required by the Province for each teacher whose personal information is to be collected, stored,

used and accessed outside of Canada, and to disclose this information to the Province. The signed form is to be filed in each teacher's file.

15. The Authority must ensure that only Authorized Persons (persons who hold a BC Certificate of Qualification or, until June 30, 2013 a BC Letter of Permission) plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.

Other than the two cases described in 14 above, the School would be in compliance with this requirement. As stated above, the School needs to report to the Director as to how it has changed its teaching assignments or educational program to be in compliance for teaching Grades 1-6 Art and Music this school year.

16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:

- (a) hours of work,***
- (b) the duties of the British Columbia Certified Teacher,***
- (c) the teaching assignment,***
- (d) accommodation provided or available,***
- (e) length of school day,***
- (f) length of School Year,***
- (g) salary and benefits,***
- (h) travel arrangements,***
- (i) medical expenses,***
- (j) applicable work permits.***

Teachers' contracts, issued by the School, missed a few, minor required items from the list above. The School will amend its next and future years' contract template accordingly. The revised contract should be prepared and approved in order to show the next certification inspection team.

No teacher expressed concerns to the Team regarding contract compliance issues or unfair treatment.

17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future

requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule “D” lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.

The School is presently using the Jupiter Grades Student Information System for administrative and reporting purposes. It is not clear if this system is compatible with Ministry communication/transmission requirements. The School is currently exploring this with the Ministry to ensure that it meets all Ministry requirements.

18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.

Policies and procedures are in place regarding student discipline, student admissions, student supervision and evaluation of the teachers teaching in the BC Program. The School needs to develop a policy for parental appeals and should place this policy along with its policy and procedures for student admission in its Staff and Parent Handbooks.

19. The Authority’s Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.

All teachers were visited in their classrooms. Yearly plan overviews for each teacher were reviewed and they contained the required BC course content and learning outcomes as well as teaching strategies and methods of assessment. Daily lesson plans were also viewed for each teacher. The School’s 950 instructional hours exceed BC’s minimum requirement of 850 by 100 hours.

20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

Primary and Intermediate Programs (1-6)

Each teacher in the Primary and Intermediate Program was visited in his or her classroom while they were delivering the program. While BC Performance Standards were not referenced in all of the yearly course overviews, teachers were referencing them in their program delivery. The use of rubrics based on the Performance Standards was evident. Teacher and student timetables were also reviewed and instructional time was found to meet or exceed the BC requirement in all subjects, except second language.

The School must implement second language instruction, as it is a BC curriculum subject requirement in Grades 5-8. The School must report to the Director on what has been put in place in order to meet this requirement.

The Language Arts textbook series used to deliver the BC Program is one that follows the provincial IRP. Students are provided with additional ELL support on an individual pull-out basis, as needed, in an afterschool program.

Classrooms and corridors are attractively organized with curricular and student material. Tack boards in classrooms and hallways are well organized, informative and attractive.

The textbook series used for Mathematics follows the IRP and teachers are addressing provincial learning outcomes in their planning, teaching and assessing. Textbooks, as well as workbooks, are available for each grade level. Additional Math materials to support the program are being acquired as teachers recognize and define their needs.

The School has a new, attractive and functional Science lab and the Science program is being developed to incorporate more hands-on Science. Social Studies are being delivered according to the IRPs. Achievement indicators were evident in planning. Significant time has been allotted at each grade level for Physical Education, Health and Career Education. The School has dedicated rooms for Art and Music. Daily Physical Activity is provided.

21. If certified to offer a BC Graduation Program, the Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students

to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the British Columbia School Act.

The School presently offers the BC Program to students in Grades 1-6. It plans to add Grade 7 and 8 in the next school year and then an additional grade each year thereafter to eventually provide the BC Grade 1-12 program. While this requirement does not currently apply, the School is aware that it needs to take this requirement into account for future planning.

22. The Authority must:

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) how does, or will, the School ensure there are no significant discrepancies between grades and provincial exam results***
- (c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.***

As the School currently offers only Grades 1-6 of the BC Program, a. and b. above do not apply at this time.

Evidence of use of the BC Performance Standards was found in teachers' planning and assessments.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

- (a) that demonstrates student progress in achieving intellectual, human, social, and career development,***
- (b) that includes the Provincial Examinations, and***

(c) that demonstrates that all the students are taught in accordance with the requirements of the Certification Status Agreement.

During classroom visitations, comprehensive course overviews were reviewed for each course and grade level for the British Columbia Program. Course overviews contained all the required areas including content and planning with teaching strategies, as well as assessment methods and provincial learning outcomes.

Students are being taught in accordance with the requirements of the Agreement.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.

Student reports cards are issued to parents three times during the school year. In addition, interim reports are sent out between reporting periods and prior to the first report.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

Student Records are maintained for each enrolled student. Records included registration information; medical, health and emergency information (to be updated annually) and copies of past report cards transferred from previous schools.

The School has requested *Permanent Student Record (1701) Cards* from the BC Ministry of Education and it will complete these once it obtains BC certification of its offshore program. Copies of the Ministry's student and parent consent forms were provided. The School will have these completed and filed in its student records as well.

26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of

British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.

The School utilizes a professional teacher evaluation policy that includes self-reflection, goal setting, and creating professional learning plans. First teacher evaluations by the Principal are scheduled to be completed by spring.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The School does not offer any credits via distributed learning nor does it contract with any service provider or School District Business Company. No previous BC inspection has taken place, as the School is only into its second month of operation.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The School is currently offering the BC Program in Grades 1-6, so it has not yet provided the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the

Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. The School understands that this will be a requirement in the future when it offers Grade 12.

Distributed Learning (DL) Courses

N/A

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Canada British Columbia International School for its:

- Attractive, bright, colourful, functional and clean building facility.
- Cooperative working relationships between Authority, Principal, Teachers and Staff members.
- Dedicated teaching staff who have worked hard to develop the BC Program and positive classroom atmospheres in the first weeks of a new school.
- Students who appear happy to be at School.
- Technology provisions, including computer lab, classroom Smartboard technologies, as well as IT curriculum and student safety planning

Requirements

The Authority must attend to the following matters and confirm their completion in writing to the satisfaction of the Director of International Education, responsible for BC offshore school programs by November 30, 2012:

- Obtain approval for the current Principal to officially serve as Principal of the School (Requirement #12)
- Resolve the issues regarding two persons currently teaching (Art and Music [Strings] who do not qualify for COQs from the TRB (Requirement #14)
- Incorporate instruction in a second language in Grades 5 and 6 (and in the future Grades 5-8), as required by the *Independent School Educational Standards Order*, section 4 (2) (Requirement #20)

Suggestions

The Inspection Team encourages the School to devote the necessary time and energy to develop/enhance the following items prior to the School's inspection for BC Offshore School Program Certification:

- Enhance library resources: fiction and non-fiction (Requirement # 11)
- Develop and communicate a parental appeals policy (Requirement #18)
- Confirm compatibility of School's office program with Ministry's requirements (Requirement #17)

D. SUMMATIVE RECOMMENDATION

The Candidate Status Inspection Team recommends to the Director of International Education that, contingent on the School's response(s) to the above listed Requirement(s) to the satisfaction of the Director, that the British Columbia Program offered at Canada British Columbia International School be granted Candidate Status.

APPENDIX A

SUMMARY OF TEACHER CERTIFICATION

**NON-COMPLIANCE, APPLICATION(S) IN PROCESS & EXPIRING
CERTIFICATES**

BRITISH COLUMBIA COLLEGIATE CANADA

1. Non-compliance (not yet applied for TRB certification)

TEACHER'S NAME	GRADE LEVELS / COURSES CURRENTLY TEACHING
S. 22	ART – GRADES 1-6
	MUSIC (STRINGS) – GRADES 1-6

2. TRB Application in progress:

TEACHER'S NAME	TYPE OF CERTIFICATE APPLIED FOR	DATE OF APPLICATION

3. Expired TRB certificates or Annual Fee lapsed

TEACHER'S NAME		EXPIRY DATE

Additional Certification Concerns:

Certification Status Inspection Report

on

Canadian International School Sokcho

Sokcho, Republic of Korea

February 22, 2012

A. INTRODUCTION

On February 22nd, 2012, the initial Certification Status Inspection was completed on the British Columbia (BC) Program offered at the Canadian International School Sokcho (CISS or the School) located in Sokcho, Republic of Korea. The purpose of the inspection was to determine whether the requirements, according to the *Offshore School British Columbia Program Certification Agreement*, have been met. This inspection was conducted by Mr. Ed Noot (the Evaluator) who was appointed by the Director of International Education in accordance with the Agreement.

The School has an enrolment of 17 students in grades 1 - 7.

The Authority is listed as Kim, Young Shin. Mrs. Kim is the Director of CISS and is responsible for the BC Program.

The Evaluator would like to thank the Canadian International School Sokcho for their hospitality and for their preparedness for the inspection visit. **The School is to be commended for being exceptionally well prepared for this visit and for promptly and thoroughly responding to the recommendations contained in the Candidate Status Review report.**

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The School received a certificate of registration from the Superintendent of the Sokcho Yangyang Department of Education on November 19th, 2010. This certificate authorizes the Authority to establish and operate CIS.

The Authority was granted designation as a BC Offshore Program 'Selected Applicant' by the BC Ministry of Education on June 29th, 2011. The School began operating the BC Program in September, 2011 and successfully completed a Candidate Status Review on November 2nd, 2011.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Authority was granted a business license to operate a Foreign Language School by the Sokcho Tax Office on December 8th, 2010. On June 15, 2011 the Superintendent of the Sokcho Yangyang Department of Education also indicated his support for CISS seeking BC offshore certification.

The Evaluator also viewed a translated copy of a document from the Office of the Mayor of Sokcho, dated April 8, 2008 indicating that the current school building is in compliance with local codes.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The School has contracted the services of Dr. Harry Janzen as the BC Agent. The Evaluator confirms that Dr. Janzen is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 5 of the Agreement.

Dr. Janzen was present for the duration of the Certification Inspection.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The School is located in a four story building. The building houses a Korean pre-school and cafeteria. The School has access to the upper two floors. The building contains classrooms, a staff room, a parent room, an office area and a multi-purpose room that can be used for recess playtime and for school

assemblies and performances. The building contains several empty rooms that can be configured to accommodate future growth. The School also has access to two large balconies that could be suitable for outside play, and a large paved area immediately adjacent to the building.

The facilities at CISS are creatively used and entirely suitable for offering a BC Offshore program. **The Authority is to be commended for her commitment to making significant building renovations to accommodate the needs of the BC Offshore Program.** The current building can accommodate some future growth, but a fully functioning K – 12 BC offshore school will require additional space and the provision for science labs, gymnasium space and the like. The School is well aware of these needs and is proactively seeking creative possibilities.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Inspection Catalogue, along with all other required documentation for the Certification Inspection was provided in a timely manner. The School has submitted teacher data to the Ministry of Education in the form of the I-2001. **Upon the successful completion of this Certification Inspection the school will be required to begin using appropriate school administrative software (Maplewood has been purchased and installed) to register their students with the Ministry of Education, thereby receiving PEN numbers. They will also submit all 1701 information in a timely fashion.**

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The School is commended for the development of two excellent handbooks; one for staff and the other for parents/students. The handbooks are clear and comprehensive and contain useful information for members of the school community. The Evaluator appreciated that the school published the parent/student handbook in both English and Korean.

The School's website is comprehensive and accurate. The information contained on the website and in promotional materials is consistent with the School's current status under the Agreement.

The School will update material on the website and in handbooks upon receiving Certification Status.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Candidate Inspection Report indicates that the application fee had been received by the MoE. The School confirmed that additional costs relating to the Certification Inspection have been covered. **Upon receipt of Certification Status student registration fees will be remitted to the Ministry of Education, along with any additional fees as required by the Agreement.**

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The CISS program is offered entirely in English, except for Korean at the grades 5 - 7. The School understands the options for exemptions and equivalency as outlined in the appendix to Schedule A of The Agreement.

The School has requested an exemption to offer Korean Language instruction by a locally certified teacher. This request is currently being processed by the BC MoE. The school has course overviews in place to demonstrate compliance with the BC IRPs and copies of local teacher certification are on file.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

As noted in the Candidate Status Review, an informal English language assessment has been administered to all students entering the school. The assessment consists of an interview with the Principal and written tests in English and Math. The school has addressed the recommendation concerning this matter by duly filing all current language assessments and by acquiring more formal testing materials that will be used for future admissions.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students identified in the English language assessment as requiring additional support are given support on an individual basis. In addition to any support the School can offer these students are also often registered in after-hours English development classes through local language institutes.

It is anticipated that over time, as more students are enrolled there will be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

- 11.** *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Sufficient resources have been acquired at this time to enable teachers to deliver the BC program offered in grades 1-7. Resources have been supplied with the assistance of the Authority and the Agent. The School subscribes to a digital library which students can access from their iPads or computers. A reasonable collection of books is available to students via this medium. The School plans to continue to acquire print resources to further develop classroom libraries.

Each student in the School has an iPad. The Evaluator observed these tools being used very effectively. Each classroom also has a bank of computers and an LCD projector. The School is serviced with wireless internet connectivity. The wireless network has been upgraded and security has been enhanced in response to the Candidate Status Review Report.

- 12.** *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal is an experienced BC educator / administrator and has current BC professional certification. She has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of the Agreement.

The Principal is commended on the exceptional organizational state of this young school – her attention to detail in this regard is admirable and will serve this school well for years to come.

- 13.** *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a*

Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.

All certified teachers have completed a satisfactory criminal record check by the certifying agency. Upon arrival in South Korea, additional criminal record checks are required and have been completed so that teachers could obtain their work visa for employment purposes. All Korean staff working in the School, including after school programs, have valid criminal record checks on file.

- 14.** (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

The program currently offered at CISS is only for grades 1-7.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

Six teachers provide instruction at CISS, and five of them have valid BC teacher certification.

One teacher holds local Korean certification, a translated copy of which is on file in the school. A criminal record check is conducted by virtue of this certification. The School has applied to have Korean Language courses exempted under the terms of the Agreement and they are awaiting a reply from the BC Ministry of Education.

Recommendation: That the School keeps documentation on file indicating that their Korean Language program is exempted under the terms of the Agreement.

The Evaluator witnessed a cohesive and dedicated staff with positive morale evident throughout. Early indications are that most, if not all, teachers plan on returning to CISS next year.

- 15.** *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

Only BC certified teachers (with the exception noted above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers (with the exception noted above) report out to parents or legal guardians regarding the progress of students.

Provision for the reporting to parents is covered in section 24 of this report.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*
- A. For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) hours of work,*
 - (b) the duties of the British Columbia Certified Teacher,*
 - (c) the teaching assignment,*
 - (d) accommodation provided or available,*
 - (e) an estimate of the cost of living in the area where the School is located;*
 - (f) length of school day,*
 - (g) length of School Year,*
 - (h) salary and benefits, and*
 - (i) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*
 - B. For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:*
 - (a) the duties of the British Columbia Certified Teacher, and*
 - (b) the teaching assignment,*

A review of the contract indicates that the terms and conditions of employment at CISS have been clearly laid out and agreed upon by all the current teachers.

The contract is comprehensive and addresses all areas required by the Agreement.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspect of this transition.

Staff files contain some of the required documentation, including signed consent forms relating to the Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186. The School is in the process of ensuring that staff evaluations are completed and duly filed.

- 17.** *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School is well equipped with office and classroom computers and individual student iPads. Internet connectivity is excellent throughout the facility.

Upon receiving Certification Status, the school is well positioned to begin using the Maplewood program for administrative purposes. This will be used for the transfer of all necessary data: 1701; 1704; I-2001 and eventually TRAX and e-exam registration.

The School will need to plan for computer resources that will eventually allow students to write government electronic exams.

- 18.** *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has developed staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are well organized and comprehensive. The Evaluator was pleased to note fully developed emergency, fire and evacuation plans for the school. All required policies are outlined in sufficient detail.

Teacher and Principal evaluations will be conducted according to school policy.

- 19.** *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

CISS currently offers instruction from grades 1 – 7.

- 20.** *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

All of the classes at CISS are combined classes.

Classes start at 9:00 a.m. and finish at 3:20 p.m. Over the course of the year, students receive 1023 hours of instruction, which well exceeds the Ministry requirement. A review of classroom schedules indicates that instruction includes all of the subject areas and meets or exceeds the time requirements identified in the Educational Standards Order.

Visits to the classrooms revealed that students were highly engaged and speaking a lot of English! **The Evaluator commends the teachers for making classrooms vibrant places of learning where teachers use a wide variety of strategies to enable the curriculum to be taught while the language is being acquired. Also of note is the high level of technological engagement throughout the classrooms.**

Assessment of student work appeared to be thorough and frequent. The Evaluator noted the effective use of assessment rubrics throughout the classrooms.

The School offers PE classes daily and structured playground activities to meet the DPA requirements. All students also participate in a weekly after school Taekwondo session (this occurs in the school, but is coordinated by a private

academy). They are committed to documenting DPA carefully to ensure compliance.

Students can take advantage of a wide range of after school clubs which are supervised by the teaching staff.

- 21.** *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.*

The school has classes from K-7 and is planning to expand year by year to complete the BC Graduation program. All required courses are being taught and the Principal is well aware of BC Graduation Program requirements.

- 22.** *The Authority must*
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews are in place and on file. There is adequate evidence that these overviews reflect content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and linkage to the British Columbia learning outcomes. Teachers at CISS all teach multi-grade classes and have worked hard at developing course overviews. Some overviews would benefit from further development to differentiate which assessment activities correlate with specific teaching strategies. **Course overview development will remain a key focus for the school as it seeks to add one grade level per year until the complete BC Graduation Program is offered.**

There is evidence that the School is using the BC performance standards in reading, writing and numeracy for students in K-7. Teachers are using the recommended rubrics to evaluate student progress. These standards are also reflected in the report cards.

- 23.** *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

CISS offers the BC Program only to grades 1 – 7 as this time.

- 24.** *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The School will issue a report card in each of the 3 terms. Report cards are well developed and they reflect assessment in relation to the learning outcomes. A rubric format contains detailed information for parents – letter grades are included with the rubrics from grades 4 – 7. Translated copies of the report card will be provided.

Parent teacher interviews will be held with the issuance of each report card. Translators will be available as needed.

- 25.** *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The student records are kept in a secure office area. PEN numbers will be included on the 1704 student records upon confirmation of Certification Status.

Student information is available and well organized. This information includes admission forms, report cards, admissions test results and PIPA consent forms. The School is aware of the increasing work load in this area, particularly after Certification is achieved and enrolment increases. Discussions are underway to find effective ways to manage the affairs of the office, including the organization and maintenance of school files.

- 26.** *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files*

when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.

Teacher and Principal evaluation policies are well established and clearly outlined in the staff / administrative handbook. Files contain some evidence that these procedures are being followed.

Teacher files are well maintained and include copies of certification, contracts, resumes, freedom of information consent forms, along with evaluations - when they have been completed. These files are securely stored in the office.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

In conducting the Certificate Status inspection of CIS Sokcho, the Evaluator toured facilities, grounds and buildings, and reviewed records, administration, operations, teacher's certificates and student achievement. The School is offering a BC program that meets the requirements of the Offshore Agreement. The School is planning to add grades each year until they offer the complete Graduation Program. They are keenly aware of the requirements of the Graduation Program and plans are well in place to ensure their students will adequately meet these.

The Evaluator is entirely satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia*

Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

The school is not yet teaching the Graduation program and so is not involved in helping students obtain Canadian Study permits.

The PIPA consent forms are completed and signed consent forms are kept in student files.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Evaluator commends the Authority, principal and staff of BIS Canada in the following areas.

- The Authority is to be commended for her commitment to making significant building renovations to accommodate the needs of the BC Offshore Program.
- The School is commended for being exceptionally well prepared for this visit and for promptly and thoroughly responding to the recommendations contained in the Candidate Status Review report.
- The Principal is commended on the exceptional organizational state of this young school – her attention to detail in this regard is admirable and will serve the School well for years to come.
- The Evaluator commends the teachers for making classrooms vibrant places of learning and for using a wide variety of strategies to enable the curriculum to be taught while the language is being acquired. Also of note is the high level of technological engagement throughout the classrooms.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team requires the Authority to respond in writing, by May 18, 2012, to the following items:

- that the school keeps documentation on file indicating that their Korean Language program is exempted under the terms of the Agreement; and,
- that the school maintain a focus on course overview development.

D. SUMMATIVE RECOMMENDATION

The Evaluator recommends to the Director of BC International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of BC International Education, the British Columbia Program offered at Canadian International School Sokcho be recognized as a Certified British Columbia Program. The Evaluator offers congratulations to the Authority on achieving this status.

Offshore British Columbia Program Candidate Review Status Report

on

Canadian International School Sokcho

**Sokcho
South Korea**

November 2nd, 2011

A. INTRODUCTION

On November 2nd, 2011, a review for Candidate Status (the review) was completed on the British Columbia (BC) Program offered at the Canadian International School Sokcho (CISS or the School) located in Sokcho, South Korea. The purpose of the review was to determine whether the requirements, according to the *Offshore School British Columbia Program Candidate Status Agreement*, were being met and to assess the readiness of CISS to meet the requirements of the *Certification Status Agreement* within 6 months of this review.

This review was conducted by Mr. Ed Noot (the Evaluator), who is a BC independent school educator and an offshore school inspector.

The School has an enrolment of 16 students in grades 1 - 7.

The Authority is listed as Kim, Young Shin. Mrs. Kim is the Director of CISS and is responsible for the BC Program.

The Evaluator would like to thank the Canadian International School Sokcho for their hospitality and for their level of preparedness for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Candidate Status.*

The School received a certificate of registration from the Superintendent of the Sokcho Yangyang Department of Education on November 19th, 2010. This certificate authorizes the Authority to establish and operate CISS. The Authority was granted a business license to operate a Foreign Language

School by the Sokcho Tax Office on December 8th, 2010. On June 15, 2011 the Superintendent of the Sokcho Yangyang Department of Education also indicated his support for CISS seeking BC offshore certification. The Authority was subsequently granted designation as a BC Offshore Program 'Selected Applicant' by the BC Ministry of Education on June 29th, 2011.

CISS also provided a translated copy of a document from the Office of the Mayor of Sokcho, dated April 8, 2008 indicating that the current school building is in compliance with local codes.

2. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.*

The School's BC Agent, Dr. Harry Janzen, was unable to be present for the Candidate Status Review but helped the school in preparations leading up to this review. The Evaluator confirms that Dr. Janzen is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 6 of *the Agreement*.

The Evaluator noted that Dr. Janzen's contract with CISS runs until the School achieves certification status. *The Certification Agreement* requires that certified BC Offshore Schools retain the services of a BC Agent on an ongoing basis.

Recommendation: That the Authority begin to make the necessary arrangements to secure the services of a BC Agent on an ongoing basis.

3. *The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The facilities at CISS are creatively used and entirely suitable for offering a BC Offshore program. The Authority is to be **commended** for her commitment to making significant building renovations to accommodate the needs of the BC Offshore Program.

4. *The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. A comprehensive Review Catalogue was received prior to the visit to the school.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or*

other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The School's promotional materials as outlined in school handbooks and the school's website meet the requirements for selected applicant schools.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Authority has paid the application fee and the related costs to the Province. Upon receipt of the invoice, the school will remit costs relating to the Candidate Status Review.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

CISS is offering instruction for grades 1 – 7 entirely in English. Students are offered Korean language and history classes outside of the timetable to prepare them to write Korean equivalency exams, should they so desire. This program is offered by a local academy and is not supervised by the School. The Evaluator and the BC Principal held discussions regarding the pros and cons of this arrangement and the School was made aware of the processes involved with gaining either equivalency or exempted status for these courses – should they so desire.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
 - (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

An informal English language assessment has been administered to all students entering the school. The assessment consists of an interview with the

Principal and written tests in English and Math. The School will seek to formalize this assessment to prepare for future program growth.

Recommendation: That CISS develop a formal language assessment instrument that can be administered prior to entrance to the school. Results of this assessment should become part of the student file.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students identified in the English language assessment as requiring additional support are given support on an individual basis. In addition to any support the School can offer these students are also often registered in after-hours English development classes through local language institutes.

It is anticipated that over time, as more students are enrolled there will be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

Sufficient resources have been acquired at this time to enable teachers to deliver the BC program offered in grades 1-7. Resources have been supplied with the assistance of the Authority and the Agent. The school subscribes to a digital library which students can access from their iPads or computers. A reasonable collection of books is available to students via this medium. The school plans to continue to acquire print resources to further develop classroom libraries.

Each student in the School has an iPad. The Evaluator observed these tools being used very effectively. Each classroom also has a bank of computers and an LCD projector. The School is serviced with wireless internet connectivity. The Evaluator noticed that wireless networks are unsecured and encourages the School to review this practice.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The Principal has a current BC College of Teachers (BCCT) professional certification and has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;*

All certified teachers have completed a satisfactory criminal record check by the certifying agency. Upon arrival in South Korea, additional criminal record checks are required and have been completed so that teachers could obtain their work visa for employment purposes.

- (f) *with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

The program currently offered at CISS is only for grades 1-7.

- (g) *with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;*

Five teachers provide instruction at CISS.

Four teachers are certified and are currently members of the BCCT. Criminal record checks have been completed through the BCCT.

The remaining teacher has applied for certification through the Office of the Inspector of Independent Schools (OIIS) and a criminal record check will be conducted as part of the certification process. This teacher currently has a local criminal record check on file.

Recommendation: the School must inform the OIIS upon receipt of certificate for this teacher no later than February 29th, 2012.

The Evaluator noted that instruction in Korean Studies (language, history, culture) is offered to CISS students outside of the school day through a Korean learning academy. As such, these studies fall outside of the BC Offshore

Program. The School recognizes that an exemption for grade 7 Korean Language instruction may be available upon written request to the province.

- (h) *ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only BC certified teachers (with the exception noted above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers (with the exception noted above) will report out to parents or legal guardians regarding the progress of students.

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
 - (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

A review of the contract indicates that the terms and conditions of employment at CISS have been clearly laid out and agreed upon by all the current teachers. Open discussions were held with the Authority regarding the competitiveness of securing BC teachers in Offshore Schools.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Suitable training and support will be provided to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted. The School has yet to acquire administrative software but will proceed with this decision upon receiving Candidate Status.

Recommendation: Upon receiving Candidate Status the School should investigate options for approved school administrative software that would allow the required transfer of data to the MOE.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;*

The School has developed draft staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are well developed at this stage of the School's history. Further development of school policies will occur with a view toward full Certification. The Evaluator was pleased to note fully developed emergency, fire and evacuation plans for the school. The School is **commended** on for this work.

- (l) *ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

All of the classes at CISS are combined classes.

Classes start at 9:00 a.m. and finish at 3:20 p.m. Over the course of the year, students receive 1023 hours of instruction, which well exceeds the Ministry requirement. A review of classroom schedules indicates that instruction includes all of the subject areas and time requirements identified in the Educational Standards Order (With the exception of a second Language for grades 5 – 8, which is offered outside of the timetable – the school and the Evaluator agreed to confirm requirements for second language teaching in grades 5 – 8 with the OIIS since students are studying in English could this be deemed their second language? If not, avenues of exemption or equivalency will be explored.).

Visits to the classrooms revealed that students were highly engaged and speaking a lot of English! The Evaluator **commends** the teachers for making classrooms vibrant places of learning where teachers use a wide variety of strategies to enable the curriculum to be taught while the language is being acquired.

Assessment of student work appeared to be thorough and frequent. The Evaluator noted the effective use of assessment rubrics throughout the classrooms.

The School offers PE classes daily and structured playground activities to meet the DPA requirements. All students also participate in a weekly after school Taekwondo session (this occurs in the school, but is coordinated by the Academy – the School was securing a criminal record check for the instructor while the Evaluator was present). They are committed to documenting DPA carefully to ensure compliance.

Students can take advantage of a wide range of after school clubs which are supervised by the teaching staff.

- (m) *providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

The School currently offers instruction only for a grade 1-7 program.

- (n) *ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

Course overviews have been developed for courses currently offered. Some of these overviews reflect content, teaching strategies, assessment indicators and linkage to the British Columbia learning outcomes.

Recommendation: Ensure that all course overviews contain the required areas of content, teaching strategies, evaluation and assessment and PLO linkage.

Ongoing course development remains a priority of the school administration, particularly as the school intends to add a grade each year until they offer the complete K – 12 program.

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and*

assessment methods and link with the British Columbia Curriculum learning outcomes,

The School currently offers instruction only for a grade 1-7 program.

- (p) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The School is making use of the BC Performance Standards in their classroom assessment.

- (q) ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

Assessment of student work appeared to be regular and thorough.

The School will issue a report card in each of the 3 terms. Report cards templates are well developed and they reflect assessment in relation to the learning outcomes. A rubric format contains detailed information for parents. Translated copies of the report card will be provided.

Parent teacher interviews will be held with the issuance of the first report card. Translators will be available as needed.

The School has made significant progress in developing a system for maintaining student records according to the requirements of the Certification Agreement.

Recommendation: Secure and file parental permission to collect, use and disclose student information, and prepare to create and file a PSR (1704) card for each student.

C. REPORT SUMMARY

Commendations:

Commendations are hereby extended to:

- the Authority, for her commitment to making significant building renovations to accommodate the needs of the BC Offshore Program;
- the Authority for securing the resources necessary for operating the BC Offshore Program;
- the Principal for her diligence in preparing for the Candidate Status Review;
- the teachers for making classrooms vibrant places of learning where a wide variety of strategies are used to enable the curriculum to be taught while the language is being acquired; and,
- the School for having fully developed emergency, fire and evacuation plans.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- That the Authority begins to make the necessary arrangements to secure the services of a BC Agent on an ongoing basis.
- That CISS develop a formal English language assessment instrument that can be administered prior to entrance to the School. Results of this assessment should become part of the student file.
- The School must inform the OIIS upon receipt of certificate for one teacher no later than February 29th, 2012 – or prior to the Certification Inspection.
- The School must ensure that all course overviews contain the required areas of content, teaching strategies, evaluation and assessment, and PLO linkage.
- Upon receiving Candidate Status the School should investigate options for approved school administrative software that would allow the required transfer of data to the MOE.
- The School must secure and file parental permission to 'collect, use and disclose' student information, and prepare to create and file a PSR (1704) card for each student.

D. Summative Recommendation

The Evaluator recommends that the designation Candidate Status is hereby awarded to the Authority for the British Columbia Program offered at the Canada International School Sokcho, located in Sokcho, South Korea, as of September 2011.

Offshore British Columbia Program Candidate Review Status Report

British Columbia Academy Canada

**Seoul
South Korea**

October 31st, 2011

A. INTRODUCTION

On October 31st, 2011, a review for Candidate Status (the review) was completed on the British Columbia (BC) Program offered at British Columbia Academy Canada (BCA Canada or the School) located in Seoul, South Korea. The purpose of the review was to determine whether the requirements, according to the *Offshore School British Columbia Program Candidate Status Agreement*, were being met and to assess the readiness of BCA Canada to meet the requirements of the *Certification Status Agreement* within 6 months of this review.

This review was conducted by Mr. Ed Noot (the Evaluator), who is a BC independent school educator and an offshore school inspector.

The School has an enrolment of 122 students in kindergarten to grade 7.

The Authority is listed as Go, In Kyung. Mr. Go is the Chairman of the Pagoda Group and is responsible for the BC Program.

The Evaluator would like to thank BCA Canada for their hospitality and for the exceptional level of preparedness for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Candidate Status.*

The Authority was granted designation as an offshore program 'selected applicant' by the BC Ministry of Education on April 28th, 2011.

BCA Canada was granted permission to establish and operate a foreign language school by the Head of the Kangnam Education Board, Seoul, on August 31, 2011. Regular inspections are required to maintain this status.

2. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.*

The School's BC Agent, Mr. Dave Maljaars, was present for the Candidate Status Review and was most helpful in the process. The Evaluator confirms that Mr. Maljaars is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 6 of *the Agreement*.

3. *The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The facilities at BCA Canada are impressive and are entirely suitable for offering a BC Offshore program. The building is well-designed and the School is creatively using this multi-level facility to provide the BC Program in an urban setting.

4. *The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.*

The Authority has provided the province with the necessary information. A comprehensive Review Catalogue was received prior to the visit to the School. Careful completion of the Catalogue was evidence of the School's high level of preparation for this review.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The School's promotional materials as outlined in handbooks and on the website meet the requirements for selected applicant schools.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Authority has paid the application fee and the related costs to the Province. Upon receipt of the invoice, the School will remit costs relating to the Candidate Status Review.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

The School is offering its program entirely in English, except for second language courses.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
- (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

An English language assessment has been administered to all students entering the school. The assessment consists of various components including an online assessment, a writing sample, an interview with the BC Principal and an aptitude test. The Principal oversees the administration of the English language assessment and results are kept on file.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students identified in the English language assessment as requiring additional support are given support on an individual basis. Both in class and pull out support services are available. To date the School has only identified a small number of students who require additional support.

It is anticipated that over time, as more students are enrolled there will be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

Sufficient resources have been acquired at this time to enable teachers to deliver the BC program offered in grades 1-7. Resources have been supplied with the assistance of the service provider and agent. The development of a library is well underway with an impressive and growing selection of volumes.

Students have access to a mobile lab of MacBook laptops and a class set of iPads. All classrooms are equipped with LCD projectors. At this point the Evaluator deems BCA Canada to be exceptionally well equipped.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The Principal has a current BC College of Teachers (BCCT) professional certification and has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;*

All certified teachers have completed a satisfactory criminal record check by the certifying agency. Upon arrival in South Korea, additional criminal record checks are required and have been completed so that teachers could obtain a Korean work visa for employment purposes.

- (f) *with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

The program currently offered at BCA Canada is only for grades K - 7.

- (g) *with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;*

Thirteen teachers provide instruction at BCA Canada.

One locally certified teacher provides 'supplemental' instruction in Mandarin. If the school were to begin teaching the BC Mandarin Program then a BC certified teacher or an exemption would be required.

Nine teachers are certified and are currently members of the BCCT. Criminal record checks have been completed through the BCCT.

The remaining 3 teachers have all applied for certification through the BCCT or the Office of the Inspector of Independent Schools (OIIS) and criminal record checks will be conducted as part of the certification process.

Recommendation: the School must inform the OIIS upon receipt of certificates for these teachers no later than February 29th, 2012.

Korean instruction is provided by a Korean teacher (who has applied for BC certification). The school recognizes that an exemption for grade 7 may be available upon written request to the province.

- (h) *ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only BC certified teachers (with the exceptions noted above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers (with the exceptions noted above) will report out to parents or legal guardians regarding the progress of students.

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
 - (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

A review of the contracts indicates that the terms and conditions of employment at BCA-Canada have been clearly laid out and agreed upon by all the current teachers.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Suitable training and support will be provided to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted. The School currently uses 'Power School' administrative software and has requested that this program be approved for use by the BC-MOE. Should such approval be delayed or not forthcoming the School is prepared to submit data to the Ministry in an approved format.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;*

The School has developed comprehensive staff and student/parent handbooks outlining expectations with respect to daily operations. Further development of school policies was discussed during the review.

- (l) *ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

All of the classes at BCA-Canada at this time are single grade units.

Classes start at 8:30 a.m. and finish at 3:40 p.m. Over the course of the year, students receive over 1100 hours of instruction, which well exceeds the Ministry requirement. A review of classroom schedules indicates that instruction includes all of the subject areas and time requirements identified in the Educational Standards Order.

Visits to the classrooms revealed that students were highly engaged and speaking a lot of English! The Evaluator **commends** the School for making classrooms vibrant places of learning where teachers use a wide variety of strategies to enable the curriculum to be taught while the language is being acquired.

Assessment of student work appeared to be thorough and frequent.

The School offers PE classes 3 times each week, along with bi-weekly swimming, occasional skating and structured playground activities to meet the DPA requirements. They are committed to documenting DPA carefully to ensure compliance.

- (m) *providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

The School currently offers instruction only for a grade 1-7 program.

- (n) *ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

Course overviews have been developed for courses currently offered. These courses reflect content, teaching strategies, assessment indicators and reference to the British Columbia learning outcomes.

Ongoing course overview development remains a priority of school administration, particularly as the School intends to add a grade each year until they offer the complete K – 12 program.

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes,*

The School currently offers instruction only for a grade 1-7 program.

- (p) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The School is making some use of the BC Performance Standards and is committed to ongoing professional dialogue and training in this area.

- (q) *ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) *that includes the Provincial Examinations, and*
- (iii) *that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

Assessment of student work appeared to be regular and thorough.

The School will issue a report card in each of the 3 terms. Report cards are still under development and the School is committed to ensuring that report cards reflect assessment in relation to the learning outcomes. The School's increasing use of 'Power School' software allows for parental access to grades and assessment on an ongoing basis.

Parent teacher interviews were recently held – preceding the first report card by approximately one month. Translators were available as needed.

The School has made significant progress in developing a system for maintaining student records according to the requirements of the Certification Agreement. The Evaluator noted their strong commitment to maintain electronic records whenever possible.

C. REPORT SUMMARY

Commendations:

Commendations are hereby extended to:

- the Authority, for developing a vision for a dynamic and excellent BC Offshore Program;
- the Authority for providing a wonderful facility and exceptional resources to support this program;
- the administration and staff for creating a safe, stimulating and dynamic BC Offshore learning environment for the students at BCA Canada; and,
- the teachers for making classrooms vibrant places of learning where a wide variety of strategies are used to enable the curriculum to be taught while the language is being acquired.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- The School must inform the OIIS upon receipt of certificates for three teachers no later than February 29th, 2012.
- The School should continue to develop policy and procedures in accordance with Schedule A of the Offshore Certification Agreement – for example – develop a policy on BC copyright law and confirm the ability to transfer data electronically.
- The School should continue to develop professional procedures such as finalizing the report card template, and enhancing the use of the BC Performance Standards.

D. Summative Recommendation

The Evaluator recommends that the designation Candidate Status is hereby awarded to the Authority for the British Columbia Program offered at the British Columbia Academy Canada, located in Seoul, South Korea as of September 2011.

Certification Status Inspection Report

On

British Columbia Collegiate Canada

**Seoul
Republic of Korea**

February 23 and 24, 2012

A. INTRODUCTION

On February 23rd and 24th, 2012, the initial Certification Status Inspection was completed on the British Columbia (BC) Program offered at British Columbia Collegiate Canada (BCC) located in Seoul, Republic of Korea. The purpose of the inspection was to determine whether the requirements, according to the *Offshore School British Columbia Program Certification Agreement*, have been met. This inspection was conducted by Mr. Ed Noot (the Evaluator) who was appointed by the Director of International Education in accordance with the Agreement.

The School has an enrolment of 124 students in kindergarten to grade 7.

The Authority is listed as Go, In Kyung. Mr. Go is the Chairman of the Pagoda Group and is responsible for the BC Program.

The Evaluator would like to thank BCC Canada for their hospitality and for their level of preparedness for the inspection visit. **The School is to be commended for being exceptionally well prepared for this visit and for promptly and thoroughly responding to the recommendations contained in the Candidate Status Review report.**

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority was granted designation as an offshore program 'selected applicant' by the BC Ministry of Education on April 28th, 2011. On August 31, 2011 the School received permission from the Head of the Kangnam Education Board to establish and operate a foreign language school.

The School began operating the BC Program in September, 2011 and successfully completed a Candidate Status Review on November 2nd, 2011. The School signed an Offshore Certification Agreement with the Province of BC on January 6, 2012.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

As indicated above the school was granted permission to establish and operate a foreign language school by the Head of the Kangnam Education Board on August 31, 2011. The School must undergo regular inspections to maintain this permission.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The School's BC Agent, Mr. Dave Maljaars, was present for the Certification Inspection and was most helpful in the process. The Evaluator confirms that Mr. Maljaars is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 5 of the Agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The facilities at BCC Canada are impressive and are entirely suitable for offering a BC Offshore program. The building is well-designed and the School is creatively using this multi-level facility to provide the BC Program in an urban setting.

In addition to office and classroom space the building contains a cafeteria area, an indoor soccer pitch, a rock climbing wall, a small gymnasium, an art room, a dance studio, a library, a science lab, a music room and an assembly hall.

Some open classroom space is available, but the school will need to find additional space as their numbers and program offerings expand.

The Authority is commended for providing a wonderful building and for equipping the program with a rich variety of educational resources.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Inspection Catalogue, along with all other required documentation for the Certification Inspection was provided in a timely manner and in a very user friendly digital format. **Upon the successful completion of this Certification Inspection the school will be required to begin using appropriate school administrative software (PowerSchool has been purchased and installed) to register their students with the Ministry of Education, thereby receiving PEN numbers. They will also submit all 1701 and I-2001 information in a timely fashion.**

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The School is commended for the development of two excellent handbooks; one for staff and the other for parents/students. The handbooks are clear and comprehensive and contain useful information for members of the school community. The Evaluator appreciated that the school published the parent/student handbook in both English and Korean.

The School's website comprehensive and accurate. The information contained on the website and in promotional materials is consistent with the School's current status under the Agreement.

The School will update material on the website and in handbooks upon receiving Certification Status.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Candidate Inspection Report indicates that the application fee had been received by the MoE. The School confirmed that additional costs relating to the Certification Inspection have been covered. **Upon receipt of Certification**

Status student registration fees will be remitted to the BC Ministry of Education, along with any additional fees as required by the agreement.

- 8.** *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The BCC program is offered entirely in English, except for Korean at the grades 5 - 7. The School understands the options for exemptions and equivalency as outlined in the appendix to Schedule A of The Agreement. Mandarin is offered to students as a 'value added' non-credit option.

Upon Certification, the School will request an exemption to offer Korean Language instruction (5 – 7) by a locally certified teacher. The school has course overviews in place to demonstrate compliance with the BC IRPs and copies of local teacher certification are on file.

- 9.** *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

As noted in the Candidate Status Review, an English language assessment has been administered to all students entering the school. The assessment consists of various components including an online assessment, a writing sample, an interview with the BC Principal and an aptitude test. The Principal oversees the administration of the English language assessment and results are digitally filed.

- 10.** *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students identified in the English language assessment as requiring additional support are given support on an individual basis. The School employs the services of a full-time ESL support worker. Both in class and pull out support services are available. To date the School has only identified a small number of students who require additional support.

It is anticipated that over time, as more students are enrolled there could be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Sufficient resources have been acquired at this time to enable teachers to deliver the BC program offered in grades K-7. Resources have been supplied with the assistance of the service provider and agent. The development of a library is well underway with an impressive and growing selection of volumes. **The School is to be commended for their commitment to developing this important learning resource.**

Students have access to a mobile lab of MacBook laptops and a class set of iPads. All classrooms are equipped with LCD projectors. Resources, such as PE equipment and library books, continue to arrive at the School. At this point the Evaluator deems BCC Canada to be very well equipped.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal is an experienced BC Offshore Program educator / administrator and has a current BC professional certification. He has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of the Agreement. The Evaluator noted that the Principal, Vice-Principal and BC Agent have worked hard to bring this young school to an exceptionally well organized state. Their attention to detail in this regard is admirable and will serve this school well for years to come.

13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All certified teachers have completed a satisfactory criminal record check by the certifying agency. Upon arrival in South Korea, additional criminal record checks are required and have been completed so that teachers could obtain their work visa for employment purposes. All Korean staff members working in the school have valid criminal record checks on file, as does the Mandarin instructor.

- 14.** (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

The program currently offered at BCC is only for grades K-7.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

Twelve teachers provide instruction at BCC. Ten of them hold valid BC teacher certification, and one holds a valid Letter of Authorization. One application for certification is currently being processed by the BC Teacher Regulation Branch. The Evaluator discussed with the Principal the need to make appropriate adjustments to have a BC certified teacher in this classroom effective immediately.

Recommendation: That the School take steps to ensure that all classes are taught by BC Certified teachers.

The School may apply to have Korean Language courses exempted under the terms of the Agreement even though they currently have a BC certified teacher. Should they request an exemption they should keep this documentation on file for future inspections.

The Evaluator noted that two staff members left the School mid-way through the current year. The School was able to find suitable (and certified) replacements. At this point there is no trend to indicate any concern about staff turnover.

- 15.** *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified*

British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.

Only BC certified teachers plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers report out to parents or legal guardians regarding the progress of students.

Provision for the reporting to parents is covered in section 24 of this report.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*
- A. For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) hours of work,*
 - (b) the duties of the British Columbia Certified Teacher,*
 - (c) the teaching assignment,*
 - (d) accommodation provided or available,*
 - (e) an estimate of the cost of living in the area where the School is located;*
 - (f) length of school day,*
 - (g) length of School Year,*
 - (h) salary and benefits, and*
 - (i) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*
 - B. For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:*
 - (a) the duties of the British Columbia Certified Teacher, and*
 - (b) the teaching assignment,*

A review of the contract indicates that the terms and conditions of employment at BCC have been clearly laid out and agreed upon by all the current teachers. The contract is comprehensive and addresses all areas required by the Agreement.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspect of this transition.

Staff files contain the required documentation, including signed consent forms relating to the Freedom of Information and Protection of Privacy Act, R.S. B.C. 1996 c. 186. The School is in the process of ensuring that staff evaluations are completed and duly filed.

- 17.** *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School is well equipped with administrative and teacher computers and mobile sets of notebooks and iPads for student use. Internet connectivity is excellent throughout the facility.

Upon receiving Certification Status, the school is well positioned to begin using the PowerSchool program for administrative purposes. Although this program is not officially approved by the BC MoE, the School has developed a patch that will ensure the transfer of all necessary data: 1701; 1704; I-2001 and eventually TRAX and e-exam registration. The School is aware that the MoE will need to approve this format of data transfer.

The School will need to ensure an adequate computer supply to eventually allow students to write provincial electronic exams in grades 10 - 12.

- 18.** *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has developed staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are well organized and comprehensive. The Evaluator was pleased to note fully developed emergency, fire and evacuation plans for the school. All required policies are outlined in sufficient detail.

Teacher and Principal evaluations are being be conducted according to school policy.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

BCC currently offers instruction from grades 1 – 7.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

BCC classes start at 9:00 a.m. and finish at 3:40 p.m. Over the course of the year, students receive 1107.6 hours of instruction, which well exceeds the Ministry requirement. A review of classroom schedules indicates that instruction includes all of the subject areas and meets or exceeds the time requirements identified in the Educational Standards Order.

Visits to the classrooms revealed that students were highly engaged and speaking a lot of English! **The Evaluator commends the teachers for making classrooms vibrant places of learning where teachers use a wide variety of strategies to enable the curriculum to be taught while the language is being acquired.**

Assessment of student work appeared to be thorough and frequent. The Evaluator noted the effective use of assessment rubrics throughout the classrooms.

The School offers PE classes three times / week and structured recess activities to meet the DPA requirements – the PE teacher takes ownership of this time and organizes activities for student participation. They are committed to documenting DPA carefully to ensure compliance.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the*

course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.

The School has classes from K-7 and is planning to expand year by year to complete the BC Graduation program. All required courses are being taught and the Principal is well aware of BC Graduation Program requirements.

22. *The Authority must*

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews are in place and on file. There is adequate evidence that these overviews reflect content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and linkage to the British Columbia learning outcomes. Teachers at BCC have worked hard at developing course overviews. Some overviews would benefit from further development to differentiate which assessment activities apply to which specific teaching strategies. **Course overview development will remain a key focus for the school as it seeks to add one grade level per year until the complete BC Graduation Program is offered.**

There is evidence that the school is using the BC performance standards in reading, writing and numeracy for students in K-7.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

BCC offers the BC Program only to grades 1 – 7 as this time.

- 24.** *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The School will issue a report card in each of the 3 terms. Report cards templates are well developed and they clearly reflect assessment in relation to the learning outcomes. Parent teacher interviews will be held with the issuance of each report card. Translators will be available as needed.

Recommendation: That the school add a DPA section to the report card.

- 25.** *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The student records are kept in a secure office area. PEN numbers will be included on the 1704 student records upon confirmation of Certification Status.

Student information is available and well organized. This information includes admission forms, report cards, admissions test results and PIPA consent forms. The School is aware of the increasing work load in this area, particularly after Certification is achieved and enrolment increases. Discussions are underway to find effective ways to manage the affairs of the office, including the organization and maintenance of school files.

- 26.** *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher and Principal evaluation policies are established and clearly outlined in the staff / administrative handbook. Evaluations are well underway and files contain evidence that School protocol is being followed at this time.

Teacher files are well maintained and include copies of certification, contracts, freedom of information consent forms, evaluation reports and resumes. These files are securely stored in the office.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

In conducting the Certificate Status inspection of BCC Canada, the evaluator toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. The School is offering a BC program that meets the requirements of the Offshore Agreement. BCC is planning to add grades each year until they offer the complete Graduation Program. They are keenly aware of the requirements of the Graduation Program and plans are well in place to ensure their students will adequately meet these.

The Evaluator is entirely satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The School is not yet teaching the Graduation program and so is not involved in helping students to obtain Canadian Study permits.

The PIPA consent forms are completed and signed consent forms are kept in student files.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Evaluator commends the Authority, the Principal and staff of BCC Canada in the following areas.

- The School is commended for being exceptionally well prepared for this visit and for promptly and thoroughly responding to the recommendations contained in the Candidate Status Review report.
- The Authority is commended for providing a wonderful building and for equipping the program with a rich variety of educational resources.
- The School is commended for their commitment to developing the Library as an important learning resource.
- The teachers are commended for making classrooms vibrant places of learning where teachers use a wide variety of strategies to enable the curriculum to be taught while the language is being acquired.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Evaluator requires the Authority to respond in writing, by May 18, 2012, to the following items:

- upon the successful completion of this Certification Inspection the school will be required to begin using appropriate school administrative software (PowerSchool has been purchased and installed) to register their students with the Ministry of Education (and submit 1701 information), thereby receiving PEN numbers;
- that the School take steps to ensure that all classes are taught by BC Certified teachers; and,
- that the school add a DPA to the report card.

D. SUMMATIVE RECOMMENDATION

The Evaluator recommends to the Director of BC International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of BC International Education, the British Columbia Program offered at British Columbia Academy Canada, in Seoul, the Republic of Korea, be recognized as a Certified British Columbia Program. The Evaluator offers congratulations to the Authority on achieving this status.

Certification Status Inspection Report

on

Canada Qingdao Secondary School

***Qingdao, Shandong Province,
People's Republic of China***

March 26-27, 2012

A. INTRODUCTION

On March 27, 2012, a Certification Inspection was completed on Canada Qingdao Secondary School (CQSS) in ***Qingdao, Shandong Province, PRC***. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The Inspection Team appointed by the Director, International Education in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Kerry Pridmore (Director of British Columbia International Education) and Theo VandeWeg (Inspector of Independent Schools).

The Authority, Canadian-Sino Education Exchange Centre (CSEEC), is responsible for the BC Program and operates CQSS on the campus of Qingdao #9 High School (Q9HS). Qingdao #9 school enrolls 2500 students in Grades K – 12. CQSS, at the time of the certification inspection, has 42 students enrolled in a Grade 10 BC Offshore School program.

The Team met with the Chinese principal of the host school, the BC Agent, the school authority, and several support staff from the host school's International Education Department on Monday morning. The Team was most appreciative of the warm welcome and hospitality offered by the school Authority, Chinese principal, BC principal, administrative staff, teaching and support staff and students. Every effort was made to be co-operative, helpful and accommodating to the team. At the conclusion of the inspection, the Inspection Team again met with the school authority, BC Agent, BC principal and the staff to share its findings and summarize some of its observations.

The Inspection Team would like to thank Canada Qingdao Secondary School for its hospitality and preparedness for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

SCHEDULE "A" REQUIREMENTS FOR CERTIFICATION AND MAINTAINING CERTIFICATION

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.*

CQSS was established under a joint agreement between the Shandong Qingdao Bureau of Education and CSEEC. The Agreement was signed March 9, 2011. CSEEC has been given permission to establish the CQSS BC Offshore program at Qingdao #9 High School. Both CSEEC, the principal of CQSS, and the International Department of Qingdao #9 High School oversee the BC offshore program at CQSS.

CQSS has been in operation as a BC Offshore program since September 2011 and received confirmed Candidate Status upon Inspection in November 2011.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

Permission for CQSS to offer the BC Graduation Program on the campus of the Q9HS was granted by the Shandong Qingdao Bureau of Education on March 9, 2011. This permission also granted approval for the Authority to seek and maintain Certification for the BC Graduation Program.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Brian Fichter has been the Authority appointed British Columbia Agent for CQSS since April 1, 2011. The BC Agent has been approved by the Province and meets all of the requirements set out in paragraph 5 of the Certification Agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The facilities of the CQSS are located at the Q9HS campus in a wing of the 3rd floor of the host school. This wing includes two large classrooms. CQSS also uses a meeting room on the 2nd floor of the school as an English-language library.

The host school, Q9HS is home to approximately 2500 Chinese students. Its campus includes classrooms, teacher offices, science and computer labs, two sports fields, as well as furnished residences for both students and teachers. The host school has also provided an office for the Principal and a staff room for the teaching staff. The host school has made available the school tearoom for staff meetings. CQSS school assemblies are held in a large meeting room in an adjacent building. A number of other rooms in this building are used for various art activities.

A new dining facility has been built on the south campus. The school is still awaiting the approval and addition of equipment for this facility. Once completed, students and staff will be able to eat breakfast, lunch and dinner at this facility. In the meantime, students have continued dining in the north campus.

The host school is assisting CQSS in constructing a school garden. This project will involve all members of the school community.

The Q9HS campus is gated and security guards are present. Classrooms have security cameras. The school employs medical staff to provide minor services and has protocols in place for student treatment at local hospital if necessary. The school places special emphasis on student safety in its rules and regulations. School-wide policies and procedures are in place to deal with emergencies.

The school maintains supervised student dormitories and more than half of the students at CQSS reside on campus.

Beginning in February 2012 Q9HS has received permission from the local government to begin construction of a large campus in the Sino-German Ecological Park (located in the Qingdao Economic and Technological Development Zone). The new campus will include new facilities and dormitories for all staff and students. The Sino-German Ecological Park is a joint project in sustainable development sponsored by both the Chinese and German government. The new campus will be built in the coming year, and all current classes at Q9HS – including CQSS - are expected to relocate to this new campus in the Fall 2013. The two current campuses will be retained by Q9HS and will house primary and elementary school programs.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

All required information was readily available in an organized fashion. The Inspection team expresses its appreciation for the administration's thorough preparation for the inspection visit. The Inspection Catalogue was received prior to the School visit (March 7, 2012). Furthermore, the Inspection Team was provided with a thorough Parent/Student Handbook and a separate Staff Handbook as required. All records and reports are available in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Inspection Team was provided with a copy of the Parent-Student Handbook available in both Chinese and English. This handbook had comprehensive information. The Authority has developed informational materials that describe the school's philosophy and programs. A review of the schools website provides limited information about the program and in particular on the student accommodation, facilities, fees or other costs, and school fee refund policy – this information could be more comprehensive and also offered in both English and Chinese.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Inspection Team received assurances that all applicable fees will be paid upon certification. Inspection costs are being covered.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The school is aware that courses offered in the Certified British Columbia Program for credit must be offered in English, except for second language courses and any non-core courses specifically exempted by the Province up to a maximum of 20 credits. Currently, students in Grades 10 receive Mandarin. The School has applied for exempted status for these courses to the Ministry and is awaiting confirmation. The program includes ESL blocks for 4.5 x 40 minutes.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The school is instituting a language assessment through the host school as part of the enrolment qualifying criteria for the next school year. During this first year of operation, students have been provided a language assessment only to assist with ESL placement.

Requirement: In order to meet “Schedule A” stipulation #9 requirements, CQSS must develop an English Language Assessment protocol that ensures that the English language proficiency of students entering the BC Offshore program is sufficient to enable them to meet the learning outcomes of courses accredited in the BC Offshore program. Furthermore, CQSS must ensure that such an assessment is administered under the supervision of the BC principal and by a BC certified teacher at all times prior to enrolment in the BC Offshore program and that the assessment results will be a determining factor in enrolment suitability. A copy of this English language assessment protocol is due to the Ministry by May 18, 2012.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The school has time-tabled double block of English classes and also scheduled ESL instructional blocks. Part of the resources include graduated readers. Library books and resources are coded accordingly. The school has also started a book club to encourage active and appropriate reading.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Computer lab is readily available in mornings and gets used by teachers to support the program. The school has internet access for all students. The library is in its beginning developmental stage and the school is encouraged to develop a two year plan to build the library with a wide variety of high interest reading materials.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

Administrative areas of responsibility include the following:

- *Student, staff and faculty management*
- *Facility, resources and equipment management*
- *Program management*
- *Community relations and communications*
- *Performance evaluation*

As the school grows further over the next two years, the school principal will receive increased time allotment for administrative duties. In 2012-13, the principal will teach only one subject. In future years the principal plans to be fully focused on school administration.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

Teacher evaluations have been completed by the principal. The principal will be evaluated by the BC agent prior to completion of the current school year.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*
- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

All teachers' certification documents are on file.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

A review of the instruction confirms that the school's three BC Certified teachers plan, evaluate and provide instruction to students enrolled in the BC program. The Team confirms that the short and long range planning was comprehensive and meets the requirements of the Agreement.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (a) hours of work,*
 - (b) the duties of the British Columbia Certified Teacher,*
 - (c) the teaching assignment,*
 - (d) accommodation provided or available,*
 - (e) length of school day,*
 - (f) length of School Year,*
 - (g) salary and benefits,*
 - (h) travel arrangements,*
 - (i) medical expenses,*
 - (j) applicable work permits.*

A review of employee files confirms that appropriate employment contracts with the items listed above clearly delineated. A thorough Teacher Handbook also contains additional information and a contract sample.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

CQSS currently uses GradeKeeper software for its administrative needs. The school plans to upgrade to a comprehensive school administration package (i.e., Harts Windsor) when it becomes certified.

The host school has agreed to provide an administrative assistant to assist with these tasks once the school has been certified. The Inspection Team was assured that the assistant will begin work on April 1st, 2012. The Inspection Team was assured all data collection will be submitted to Ministry upon receipt of student PEN numbers following certification.

Requirement: At the time that CQSS is able to transmit necessary electronic data, it is important that a CQSS staff member with knowledge of the Ministry's provincial requirements and BC Offshore Program conduct this data transfer and appropriately manage this process.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

CQSS is to be commended for a detailed Staff Handbook, Policy/Procedures manual and Parent/student Handbook outlining the information above.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

A review of the course overviews identified that the delivery pace needs to be increased in order to meet course delivery outcomes by the end of the school year. A discussion with subject teacher, principal, and BC Agent have provided assurances that the complete course curriculum outcomes will be met during the remainder of the school year.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Not Applicable

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

The school currently offers Grade 10 courses in PE, Math, English, Science, Planning, and ESL.

22. *The Authority must*
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews are in place for all courses offered. Timelines were reviewed and while course content delivery has been somewhat slowed down due to English language acquisition needs, the Team has been assured that the required learning outcomes will be met before the end of the school year.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

CQSS is planning to have the current students write provincial exams for Grade 10 during the January 2013 Session. It was noted that several students are planning to transfer to international schools in English speaking countries already at the end of this first school year. The Inspection Team expects this will create complexities for students who have not completed the BC Grade 10 exams by the time they transfer to

other jurisdictions. CQSS is encouraged to review these matters carefully and to ensure that the students complete the BC Offshore Program Grade 10 requirements appropriately to ensure a seamless transition to other schools.

Requirement: The Ministry advises that transferring students prior to the completion of Grade 10 is a concern as transcripts will be incomplete and the burden of completing transcript grades will be transitioned to other schools – this will be particularly difficult when students transfer to jurisdictions other than BC. CQSS must submit a policy to the Ministry on how these situations will be managed and communicated to students/parents by May 18, 2012.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school issues four report cards per year. Each report card includes Parent-Teacher conferences.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The following student records are kept in a locked cabinet in the Principal's office. A digital copy of all records is kept on file.

- Personal data including: surname, name, English name, date of birth, gender, address, names of parent(s)/guardian(s), contact information,
 - Medical, health, and emergency information
 - Initial English Assessment results
 - Consent to Disclose form, signed by parent(s)/ guardian(s)
 - Copies of regular oral reading results
 - Report Cards with attendance records
 - Parent permission forms for extra-curricular activities
26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

CQSS has been in operation since September 2011. Teacher evaluations have been completed and the principal's evaluation has not yet been addressed. The Inspection Team requires that the principal's evaluation is completed before April 30, 2012 and that the school provide confirmation of the same no later than May 5, 2012.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Inspection Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, certified teachers, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program. The Inspection Team confirms this to be the case.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The school has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program.

The Authority has confirmed the commitment to assist students in securing Canadian study permits. The school plans to provide career and post-secondary counselling through the services of a specialist who will be rotated through several schools operated by the same entity. The Ministry requires that a letter outlining these career and post-secondary counselling services is to be on file with the Ministry by May 18, 2012.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team thanks the Authority, BC Agent, principal and staff of CQSS on the progress made in the first year of operation of the program and preparation for the certification inspection.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Candidate Status/Certification Status Agreement*, the Team recommends that, by CQSS, the Authority provide the Director, International Education, responsible for offshore school programs, with the following items:

- In order to meet “Schedule A” stipulation #9 requirements, CQSS must develop an ***English Language Assessment protocol*** that ensures that the English language proficiency of students entering the BC Offshore program is sufficient to enable them to meet the learning outcomes of courses accredited in the BC Offshore program. Furthermore, CQSS must ensure that such an assessment is administered under the supervision of the BC principal and by a BC certified teacher at all times prior to enrolment in the BC Offshore program and that the assessment results will be a determining factor in enrolment suitability. A copy of this English language assessment protocol is due to the Ministry by ***May 18, 2012***.
- At the time that CQSS is able to transmit necessary electronic data, it is important that a CQSS staff member with knowledge of the Ministry’s provincial requirements and BC Offshore Program conduct this data transfer and appropriately manage this process.
- CQSS must submit a policy to the Ministry on how the BC Grade 10 course and exam requirements will be addressed in order to ensure that these students will be able to transfer with a completed BC Grade 10 transcript (including mandatory exam completion). CQSS must provide the Ministry with both protocol and proof of communication with in this regard to students/parents by May 18, 2012.
- The Ministry must receive confirmation by ***May 8, 2012***, that the principal evaluation has been completed.
- The Ministry requires that a letter outlining career and post-secondary counseling services is to be on file with the Ministry by ***May 18, 2012***.

D. SUMMATIVE RECOMMENDATION

The Grade 10 Offshore BC Program, contingent on responding to the above requirements to the satisfaction of the Director of BC International Education, is deemed to meet the requirements of the BC Offshore Agreement. Upon satisfactory completion of the above requirements, the Director of BC International Education will issue Canada Qingdao Secondary School the Certified BC Offshore School Program Agreement and Certificate.

Offshore British Columbia Program Candidate Review Status Report

Canada Qingdao Secondary School

**Qingdao, Shandong Province
People's Republic of China**

November 23, 2011

A. INTRODUCTION

On November 23, 2011, a review for Candidate Status (the Review) was completed on the British Columbia (BC) Program offered at the Canada Qingdao Secondary School (CQSS or the School) located in Shibei District, Qingdao, Shandong Province, the People's Republic of China. The purpose of the review was to determine whether the requirements, according to the *Offshore School British Columbia Program Candidate Status Agreement* (the Agreement), were being met and to assess the readiness of CQSS to meet the requirements of the *Certification Status Agreement* within 6 months of this review.

The inspection team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mr. Chris Blesch and Mr. Ed Noot (chair).

The School has an enrolment of 42 students in grade 10.

The Authority, which is responsible for the BC Program, is listed as the Canadian-Sino Education Exchange Centre (CSEEC).

The Team would like to thank the Authority, the Principal and the staff for their hospitality and for their full cooperation during the Review.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Candidate Status.*

The Shandong Qingdao Bureau of Education granted approved for the BC Offshore Program at CQSS on March 8, 2011. An MOU between CSEEC and the Qingdao #9 High School was signed on March 9, 2011.

The School was granted 'Selected Applicant' status in May of 2011 and commenced operation in September, 2011.

2. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.*

The school's BC Agent, Mr. Brian Fichter was present for the Candidate Status Review. The Team confirms that Mr. Fichter is approved as an Offshore Agent by the Province of BC and that he meets all of the requirements set out in paragraph 6 of *the Agreement*. The School was encouraged to keep a copy of his current BCCT Certification on file.

3. *The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

CQSS is situated on the campus of the Qingdao #9 High School. The Chinese School has been in existence since 1900 and has a long distinguished history and is well respected in the city and province. Approximately 1700 students attend the Qingdao #9 High School. The school is divided into two secured urban campuses a short distance from each other. The BC Program is housed at the South Campus, which serves approximately 700 students in total. About 50% of the BC Program students live in dormitories on this campus.

The Team met with the Chinese administration who articulated a strong commitment to the BC Program at their school. **The BC Program Principal, School Authority and Chinese Principal are to be commended for establishing a highly collaborative and mutually supportive relationship.**

CQSS is currently comfortably housed in two buildings. The School office, staff room and computer lab are located in one building with classrooms located in an adjacent building. The South Campus houses mainly grade 12 Chinese students, BC Program students and Japanese students, who are part of the Chinese school's international program.

4. *The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. A thoroughly completed Review Catalogue was received prior to the School visit.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or*

other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The School's promotional materials and website are Chinese only at this time. **The Team recommends that English versions be developed.** The School was reminded that promotional materials need to appropriately advertise the school as being in the process of becoming a certified BC Program.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Authority has paid the application fee and the related costs to the Province and upon receipt of the invoice will remit costs relating to the Candidate Status Review.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

CQSS is offering instruction for grade 10 entirely in English, with the exception of Mandarin. The School is in the process of applying for exempted status for this course. Application will be submitted to the OIIS shortly. Students enrolled in CQSS are enrolled in a dual graduation program.

Recommendation: Submit a request to the OIIS for Mandarin 10 to receive exempt status.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
 - (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Since this is the first year of the program students were admitted before BC staff were hired. An English language assessment was used to assess student

proficiency in speaking, listening, reading and writing for the current group of students. For future years, the School is committed to having the BC Principal run the English Language Assessment to determine entrance to the BC Program. The School is hoping to develop an ESL option for students who wish to enter, but lack the requisite English ability.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

All CQSS students currently take an ESL course in addition to a double timetable block designated for English 10. The School may offer this ESL course as a BAA course. This will be confirmed prior to a Certification inspection.

It is anticipated that over time, as more students are enrolled there will be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

Sufficient resources have been acquired to offer the BC Program.

The School has acquired BC Ministry approved textbooks. Classrooms are well equipped with internet connectivity and LCD projectors. Additional resources will be acquired as the program expands. The computer lab is readily available for student BC Program students.

Library resources and novels have been arriving and the Team encourages the school to make a concerted effort to secure additional resources in these areas.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The Principal holds a valid and current BC Teacher's Certificate with the BC College of Teachers. He has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia*

Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;

All certified teachers have completed a satisfactory criminal record check by the certifying agency. The Team viewed copies of local teacher's certificates which include a local criminal records check. These documents will be translated prior to the certification inspection.

- (f) with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

All three BC Program teachers hold valid and current certification through the BC College of Teachers. Teacher files are well organized and contain all of the necessary information.

- (g) with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;*

CQSS offers instruction only in the Graduation Program.

- (h) ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only BC certified teachers plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only BC certified teachers will report out to parents or legal guardians regarding the progress of students.

The School is **commended for having a dynamic Grade 10 classroom where the BC curriculum is taught with a strong focus on language acquisition.**

The School has copies of certificates for locally certified teachers, **but the Team recommends that they maintain translated copies on file as well.**

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
 - (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

A review of the contract indicates that the terms and conditions of employment at CQSS have been clearly laid out and agreed upon by all the current teachers.

The contract is deemed to be comprehensive and competitive.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Suitable training and support will be provided to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted. The school will purchase the Harts administrative software program.

The Team suggests that administrative assistance for the Principal should be secured soon so that this training can be accessed by both the Principal and Assistant. This will allow for efficient communication with the BC MOE upon receipt of Certification.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline,*

student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;

The School is utilizing CSEEC handbooks for staff and student/parents outlining expectations with respect to daily operations. These handbooks are published in English and Mandarin and are well developed.

- (l) ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

Qingdao Canada Secondary School is currently running two grade 10 classes simultaneously. The timetable allows for over 120 hours of instruction per course, exceeding Ministry requirements. The school day operates from 7:15am through to 2:30 for the English language school. The total hours per year exceed 1000. The school has employed a double block of English 10 which the team noted to be effective in addressing language acquisition.

Teacher plans and assessment tasks indicate that assessment is regular, and addresses the curriculum requirements.

DPA hours are adequately met via PE classes and daily exercises.

- (m) providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

The School currently offers only grade 10. Discussions indicate that the School is well aware of the BC Graduation Program requirements. They have developed a chart to outline the proposed program at CQSS which would meet the BC Graduation Program requirements.

- (n) ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

The Team found all required Course overviews to be in place for the courses offered. All required elements for these overviews were evident. Teacher

plans clearly indicate all required Ministry IRP's are being met at this time. Courses are well paced and student achievement is impressive at this early a stage in the Graduation Program.

The administration understands and clearly indicated the steps in place to further develop overviews for all future classes in the BC graduation program.

The School is also aware of the need to demonstrate coverage of provincial learning outcomes for physical education and five arts courses that receive exempted status and that local history and culture courses must meet provincial BAA requirements.

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes,*

See above.

- (p) *use the British Columbia Ministry of Education's Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team noted that Qingdao Canada Secondary School had a well-developed strategy to assess students prior to admission. The School has established an ESL support program in order to continue to ensure the highest achievement possible for the students in the BC Program. Student work levels within the classroom would indicate that they are employing an effective strategy.

- (q) *ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) *that includes the Provincial Examinations, and*
- (iii) *that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

Teacher and program assessment practices were found to be in accordance with Ministry guidelines. BC best practices for assessment of student achievement were in place.

The administration clearly indicated to the team plans to deliver the Provincial exams for the Grade 10 required courses.

The School will issue a bi-lingual report card in each of the 2 terms, in addition to an interim report mid-way through the first term. Report cards templates are developed. Parent teacher interviews will be held following the issuance of the interim report card.

Grade 10 provincial exams will be deferred until the 2012-2013 school year.

C. REPORT SUMMARY

Commendations:

Commendations are hereby extended to:

- the Authority, BC Principal and BC Agent for their exceptional level of preparedness for the Candidate Status Review;
- the Authority, BC Principal and Chinese Principal for establishing a positive and collaborative working relationship;
- the BC Principal for having most policies and procedures clearly outlined at this early stage in the School's history; and
- the teachers for developing employing BC methodologies to creative classrooms that are full of enthusiastic learners.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- That English versions of School promotional material on brochures and on the website be developed, following the guidelines offered by the BC MOE.
- That the School submit a request to the OIIS for Mandarin 10 to receive exempt status.
- That the School maintain translated copies of locally certified teachers on file.

D. Summative Recommendation

The Team recommends that the designation Candidate Status is hereby awarded to the Authority for the British Columbia Program offered at the Canada Qingdao Secondary School District, Shandong, PRC, as of September 2011.

Certification Status Inspection Report

on

GRAND CANADIAN ACADEMY

Hongkou District

SHANGHAI,

PEOPLE'S REPUBLIC OF CHINA

MARCH 28 - 29, 2012

A. INTRODUCTION

On March 28, 2012, a Certification Inspection was completed on GRAND CANADIAN ACADEMY- Hongkou District (CGA-H) in *Shanghai, PRC*. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The Inspection Team, appointed by the Director of International Education in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Kerry Pridmore (Director) and Theo VandeWeg (Inspector of Independent Schools).

The School has an enrolment of 17 students in Grade 10. The Authority, First Asian Academy Ltd, is responsible for the BC Program.

The Team would like to thank Grand Canadian Academy - HongKou for its hospitality and preparedness for the inspection visit, in particular the Principal and one Teacher currently on staff.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

SCHEDULE "A" ***REQUIREMENTS FOR*** ***CERTIFICATION AND MAINTAINING CERTIFICATION***

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

GCA-H has been in operation as a BC Offshore program since September 2011 and received confirmed Candidate Status upon Inspection in November 2011.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

GCA-H was established under a joint agreement between the Hongkou District Education Department and the Authority, First Asian Academy Ltd. The Agreement was signed May 12, 2011. The Shanghai Hongkou District Education Department approved the BC Offshore program at GCA-H on May 30, 2011.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Brian Fichter is the school authority's BC Agent. Mr. Fichter was present for the Certification Inspection. The Team confirms that Mr. Fichter is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 5 of *the Agreement*. The School has a copy of his current BCCT Certification on file.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

GCA-H is situated in a multi-story wing of No. 1 High School in the Hongkou District of Shanghai. The Chinese School is a highly ranked school and enrolls over 1200 students. The facilities at No. 1 High School are impressive. The Team met with the Chinese Principal and was impressed by the strong support for the BC Program at this school.

GCA-H has very adequate facilities and classrooms on the 4th floor of one of the No 1 High School buildings. There is a letter on file confirming that additional space will be made available as needed. In an adjacent building, CGA-H has access to a computer lab and science lab.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

All required information was readily available in an organized fashion. The Inspection team expresses its appreciation for the administration's thorough preparation for the inspection visit. The Inspection Catalogue was received prior to the School visit.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

It was suggested the Staff Handbook also served as a Student/Parent Handbook, or that elements in the Staff Handbook could be used. It is recommended that a dedicated Student/Parent Handbook is developed that clearly outlines all student related policies associated with GCA-H. The GCA-H promotional brochure provided was available in Chinese only and includes a 'sample' BC dogwood diploma that should be removed. GCA-H has a website at: www.gcahighschool.ca/sh_hongkou/en/intro.php. Information on the website is available in Chinese and English except for the application form. The Ministry of Education responsibilities are listed as eleven items that are not completely accurate and should be revised. In addition, copies of the Ministry letter to support study permits and 'sample' BC dogwood diploma should not be included on the website. In particular, information on student fees and the refund policy were not readily available, a GCA-H search redirects to GCA-Jiaxing: <http://www.gcahighschool.ca/jiaxing/en/admissions.php> and does not clearly outline all required student fees.

Requirement: Develop a clear Student/Parent Handbook that is distributed to all existing and incoming students outlining all student related policies. This Student/Parent Handbook must be made available to students in both Chinese and English. Any Ministry official documentation should be removed from the website. A copy of the GCA-H Student/Parent Handbook and updated website link is due to the Ministry by May 18, 2012.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team received assurances that all applicable fees will be paid upon certification. Inspection costs are being covered.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Grade 10 BC Offshore program at CGA-H is taught in English with the exception of Physical Education and Mandarin. The School has applied for exempted status for

these courses to the Ministry and is awaiting confirmation. Students enrolled in CGA-H are only enrolled in the BC Offshore Program.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

In this first school year, GCA-H used an informal English language assessment to determine placement of students. This tool was locally developed and was not used to determine readiness for enrolment in the BC Offshore program. Currently, the team was unable to determine clear protocols on enrolment criteria in relation to English Language Proficiency assessment results.

Requirement: In order to meet “Schedule A” stipulation #9 requirements, GCA-H must develop an English Language Assessment protocol that ensures that the English language proficiency of students entering the BC Offshore program is sufficient to enable them to meet the learning outcomes of courses accredited in the BC Offshore program. Furthermore, GCA-H must ensure that such an assessment is administered under the supervision of the BC principal and by a BC certified teacher at all times prior to enrolment in the BC Offshore program and that the assessment results will be a determining factor in enrolment suitability. A copy of this English language assessment protocol is due to the Ministry by May 18, 2012.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

For the 2011-12 school year, the BC principal has taken responsibility for all the ESL support and has formal ESL training. GCA-H programs to support the English language acquisition include 40 minutes daily ESL classes, 80 minutes double blocks of English daily, and twice a week evening classes with an external ESL program by TOEFL certified instructor.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Inspection Team confirms that there are sufficient resources to support the offering of the BC Program. The School has acquired sufficient BC Ministry approved textbooks. The classroom and computer lab currently in use are equipped with a projector and internet connectivity.

Library resources are minimal. The school has confirmed that there is a \$3200 budget for the library this year and while the Team has been assured that some of this allocation has been spent it is evident that there are currently very few library resources.

Requirement: The school is required to develop a library resource acquisition plan for the next two years to build a school library with high interest materials at appropriate reading levels to stimulate student reading and English language acquisition. A copy of the plan including timelines for acquisition is due to the Ministry by May 18, 2012.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal is BC certified through the Teacher Regulation Branch. The principal has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

The BC Agent for GCA-H conducts thorough back ground reviews prior to recommending staffing prospects. BC teacher certification includes a criminal record check.

14.
 - (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*
 - (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained*

from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

The Inspection Team confirms that the BC curriculum is taught by a single BC certified teacher and that current certification documents were available on request. The only exceptions include two Chinese national teachers who teach the Physical Education and Mandarin.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Inspection Team confirms that for all courses except Physical Education and Mandarin, a BC certified teacher instructs, evaluates, and reports out on student progress in the BC Program. The school provides three reporting periods with one Parent-Teacher conference at end of 1st marking period. Progress reports include grades, percentages, and anecdotal comments.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) hours of work,*
- (b) the duties of the British Columbia Certified Teacher,*
- (c) the teaching assignment,*
- (d) accommodation provided or available,*
- (e) length of school day,*
- (f) length of School Year,*
- (g) salary and benefits,*
- (h) travel arrangements,*
- (i) medical expenses,*
- (j) applicable work permits.*

The Inspection Team noted that contract conditions and teaching assignments were changed at the last minute prior to signing and departure for China. This practice is not in keeping with the spirit and intent of the delivery of the BC Offshore Program “Schedule A”.

GCA-H has a staff manual in place for teachers to access on an ongoing basis. This provides teachers with practical guidance on school rules, cultural practices and professional responsibilities.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school has acquired the Harts Windsor software program as a school based administrative platform for the collection of data required by the Province. GCA-H has use of adequate internet connectivity, hardware/software, and printer capability to ensure the electronic transfer and printing of required documents. Upon certification of the BC Offshore Program, the school is committed to acquire student PEN numbers and complete Ministry data transfer and TRAX requirements.

The school is planning to have the first student provincial exams administered during the June 2013 exam session. The current Grade 10 students will write their Grade 10 course exams at that time. The school appears confident in being able to meet the requirements of data transfers and ministry communications. The staff member responsible has extensive IT knowledge and capacity.

The Inspection Team encourages the school to plan carefully for succession in the event that persons responsible and knowledgeable in data transfers discontinue employment at the school.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The school has developed a Staff handbook only at this point. The school is encouraged to develop a Student/Parent Handbook to clearly communicate policies and expectations.

Policies have been completed in a number of areas including a student code of conduct, discipline, student admission, appeals, student supervision and the evaluation of teachers. The Staff handbook refers to a GCA-H protocol for dealing with child safety issues. It is not clear what this means or refers to.

The Staff Handbook describes the scope of teacher evaluations. The principal will be evaluated by the BC Agent.

Requirement: GCA-H clarify the ‘child protection/safety’ protocol in the Student/Parent Handbook due to the Ministry by May 18, 2012 listed under item 6.

19. *The Authority’s Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

A review of the school calendar confirms that sufficient time has been allocated to meet the requirements of 120 hours of instruction for each of the Grade 10 BC Program courses offered. A further review of the Course Overviews confirms that instructional planning is based on the BC curriculum outcomes.

20. *The Authority’s Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

N/A

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

All students at GCA-H are on the 2004 Graduation Program. This the first year of operation and GCA-H currently only offers the Grade 10 program. A review of the timetable schedule and courses available to students indicates that sufficient time and subjects have been allocated for students to complete the Grade 10 course offerings of English Language Arts10, Math 10, Science 10, Social Studies 10, and Planning 10. Currently, students are enrolled in Mandarin 10 and PE 10 through local instructors and

the school has applied for exempt status for these courses. Projections show that students will earn a total of 28 credits in the Grade 10 program.

The educational program is delivered from Monday to Friday in 40-minute periods. Scheduling is virtually identical each day. English classes are double blocked and two of these blocks do double duty as Planning 10 blocks.

A review of the timetable confirms that the Grade 10 subjects meet the instructional time requirements for the BC Graduation program and the British Columbia learning outcomes as required under Graduation Program Order.

Planning 10 is timetabled into regular schedule and meet the appropriate time requirements. Course overviews indicate that the required curriculum is being delivered.

As GCA-H continues to develop its Graduation Program the administration is encouraged to develop Student Learning Plans that will ensure that all Graduation Program requirements will be met by the students.

22. *The Authority must*
- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
 - (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

GCA-H teaching staff has developed course overviews for courses delivered within the Graduation program which include content, teaching strategies and learning activities, assessment strategies, and linkage with the Ministry learning outcomes. Teacher daybooks are consistent with the long and short-term planning. Student notebooks are consistent with the teacher's planned curriculum delivery. The school is making use of the Grade 10 level Performance Standards, Quick Scales and Rubrics.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) *that demonstrates Student progress in achieving intellectual,*

- human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

The Inspection Team observed that the teaching staff provides appropriate assessment and evaluation processes that demonstrate student progress in achieving intellectual, human, social and career development. Grades are communicated to parents at parent meetings and through interim reports.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

GCA-H provides three reporting periods with one Parent-Teacher conference at end of 1st marking period. Progress reports include grades, percentages, and anecdotal comments.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The following student records are kept in a locked cabinet in the Principal's office. The cabinet is not fire proof and the school may wish to consider storing copies (digital or otherwise) of all records for additional security. The following items are in student files:

- Personal data including: surname, name, English name, date of birth, gender, address, names of parent(s)/guardian(s), contact information,
- Medical, health, and emergency information
- Initial English Assessment results
- Consent to Disclose form, signed by parent(s)/ guardian(s)

GCS-H could also include report cards with attendance records and samples of student work.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

CGA-H has been in operation since September 2011. The one teacher's evaluation has been completed and the principal's evaluation has not yet been addressed. The Inspection Team requires that the principal's evaluation is completed before April 30, 2012 and that the school provide confirmation of the same no later than May 5, 2012.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Inspection Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, certified teachers, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

GCA-H has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program.

The Authority will confirm its commitment to assist students in securing Canadian study permits once graduating from GCA-H. Currently, the GCA-H program has just started at the Grade 10 level and the Ministry will be looking for confirmation of this commitment in a subsequent year of operation.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team thanks the Authority, principal and staff of GCA-H on the progress made in the first year of operation of the program and preparation for the certification inspection.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Candidate Status/Certification Status Agreement*, the Team recommends that, by (Insert Date), the Authority provide the Director, International Education, responsible for offshore school programs, with the following items:

- Develop a clear ***Student/Parent Handbook*** that is distributed to all existing and incoming students outlining all student related policies including clarifying the ‘child protection/safety’ protocol. This Student/Parent Handbook must be made available to students in both Chinese and English. Any Ministry official documentation should be removed from the website. A copy of the GCA-H Student/Parent Handbook and updated website link is due to the Ministry by ***May 18, 2012***.
- In order to meet “Schedule A” stipulation #9 requirements, GCA-H must develop an ***English Language Assessment protocol*** that ensures that the English language proficiency of students entering the BC Offshore program is sufficient to enable them to meet the learning outcomes of courses accredited in the BC Offshore program. Furthermore, GCA-H must ensure that such an assessment is administered under the supervision of the BC principal and by a BC certified teacher at all times prior to enrolment in the BC Offshore program and that the assessment results will be a determining factor in enrolment suitability. A copy of this English language assessment protocol is due to the Ministry by ***May 18, 2012***.
- The school is required to develop a ***library resource acquisition plan*** for the next two years to build a school library with high interest materials at appropriate reading levels to stimulate student reading and English language acquisition. A copy of the plan including timelines for acquisition is due to the Ministry by ***May 18, 2012***.
- That contract conditions and teaching assignments be fairly negotiated in a transparent and accurate manner.
- Confirm that the principal’s evaluation was completed by ***May 5, 2012***.

D. SUMMATIVE RECOMMENDATION

The Grade 10 Offshore BC Program, contingent on responding to the above requirements to the satisfaction of the Director of BC International Education, is deemed to meet the requirements of the BC Offshore Agreement. Upon satisfactory completion of the above requirements, the Director of BC International Education will issue Grand Canadian Academy – Hongkou the Certified BC Offshore School Program Agreement and Certificate.

Offshore British Columbia Program Candidate Review Status Report

Grand Canadian Academy - Hongkou

**Hongkou District, Shanghai
People's Republic of China**

November 4th, 2011

A. INTRODUCTION

On November 4th, 2011, a review for Candidate Status (the review) was completed on the British Columbia (BC) Program offered at the Grand Canadian Academy – Hongkou (GCA-H or the School) located in Hongkou District, Shanghai, People's Republic of China. The purpose of the review was to determine whether the requirements, according to the *Offshore School British Columbia Program Candidate Status Agreement*, were being met and to assess the readiness of GCA-H to meet the requirements of the *Certification Status Agreement* within 6 months of this review.

This review was conducted by Mr. Ed Noot (the Evaluator), who is a BC independent school educator and an offshore school inspector.

The School has an enrolment of 17 students in grade 10.

The Authority, which is responsible for the BC Program, is listed as First Asian Academy Ltd.

The Evaluator would like to thank the Grand Canadian Academy - Hongkou for their hospitality and for their full cooperation during this inspection.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Candidate Status.*

An MOU between First Asian Academy Ltd. and the Hongkou District Education Department was signed on May 12th, 2011. The Shanghai Hongkou District Education Department approved the BC Offshore Program at GCA-H on May 30th, 2011.

Recommendation: that these authorizing documents be on file at the school prior to the Certification inspection.

2. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.*

The school's BC Agent, Mr. Brian Fichter was present for the Candidate Status Review. The Evaluator confirms that Mr. Fichter is approved as a BC Agent by the Province of BC and that he meets all of the requirements set out in paragraph 6 of *the Agreement*. The School was encouraged to keep a copy of his current BCCT Certification on file.

3. *The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

GCA-H is situated on the campus of the No. 1 High School affiliated with East China Normal University, in the Hongkou District of Shanghai. The Chinese School has an impressive 80 year history with many distinguished alumni. Over 1200 students attend the No. 1 High School and the impressive facilities are shared with the University. The Evaluator met with the Chinese Vice Principals who articulated a strong commitment to the BC Program at their school.

GCA-H is currently comfortably housed on the 4th floor of a campus classroom building. The School has a letter to confirm space will be allocated as needed to accommodate the needs of the BC Offshore Program. The Evaluator noted a positive spirit of collegiality and cooperation between BC and Chinese teaching and administrative staff. The School is **commended** for this positive relationship and encouraged to enhance it wherever possible.

4. *The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. The Review Catalogue was received prior to the School visit and contained most of the necessary information.

Recommendation: For subsequent inspections the School is encouraged to comprehensively complete the catalogue and all required appendices.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or*

other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The School's promotional materials as outlined in brochures were reviewed and meet the requirements for Selected Applicant schools. The School does not yet have a website.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Authority has paid the application fee and the related costs to the Province. Upon receipt of the invoice, the school will remit costs relating to the Candidate Status Review.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

CGA-H is offering instruction for grade 10 entirely in English, with the exception of PE and Mandarin. The School is in the process of applying for exempted status for these courses. Application will be submitted to the OIIS shortly. Students enrolled in CGA-H are enrolled in a dual graduation program.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
 - (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

An informal English language assessment was used to admit the current group of students and the School is committed to refining this process by acquiring and implementing the assessment used by other GCA schools in China.

Recommendation: That CGA-H implements a formal assessment instrument that can be administered prior to entrance by the BC Principal. Results of this assessment should become part of the student file.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

All GCA-H students currently take an ESL course in addition to a double timetable block designated for English 10. The School may offer this ESL course as a BAA course. This will be confirmed prior to a Certification inspection.

It is anticipated that over time, as more students are enrolled there will be an increased need for ESL support. The administration is aware of this potential and is prepared to provide support for ESL as required.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

Sufficient resources have been acquired to offer the BC Program.

The School has acquired BC Ministry approved textbooks. The classroom is well equipped with a Smartboard and internet connectivity. Additional resources will be acquired as the program expands.

Library resources and novels have been slow in coming and the Evaluator encourages the school to make a concerted effort to secure additional resources in these areas.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The Principal has applied for a BC Teacher's Certificate with the Office of the Independent Schools and is awaiting their decision. She has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

Recommendation: that the School inform the OIIS immediately upon receipt of BC Certification of the Principal. Such notice should occur no later than **December 15th**. Should certification not be forthcoming by this date the School

should take steps to ensure that a BC certified teacher is appointed as the Principal. The Authority is strongly encouraged to hire only BC certified personnel as principal and teachers.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;*

All certified teachers have completed a satisfactory criminal record check by the certifying agency – with the exception noted above in section 8(d). The Evaluator viewed copies of local teacher's certificates which include a local criminal records check. These documents will be translated prior to the certification inspection.

- (f) *with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

One teacher is currently certified by the BCCT and one application for certification is pending as noted in 8(d) above.

- (g) *with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;*

GCA-H offers instruction only in the Graduation Program.

- (h) *ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only BC certified teachers (with the exception noted in 8(d) above) plan, evaluate and provide instruction to students enrolled in the British Columbia Program and only certified teachers (with the exception noted above) will report out to parents or legal guardians regarding the progress of students.

The School is **commended** for having a dynamic Grade 10 classroom where the BC curriculum is taught with a strong focus on language acquisition.

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
 - (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

A review of the contract indicates that most of the terms and conditions of employment at CGA-H have been clearly laid out and agreed upon by all the current teachers, with the notable exception of an accurate estimate of the cost of living in Shanghai.

Discussions were also held regarding the importance of offering a competitive contract to attract and maintain qualified staff.

Recommendation: That the Authority ensures the contract includes an accurate estimate of the cost of living in Shanghai, particularly housing in the area of the school.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Suitable training and support will be provided to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted. The school has already purchased the Harts administrative software program.

The School is **commended** for having the administrative software installed and ready to go at this point.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;*

The School is utilizing GCA handbooks for staff and student/parents outlining expectations with respect to daily operations. Further development of school policies will occur with a view toward full certification, particularly a policy with respect to tuition refunds for withdrawn students.

- (l) *ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

GCA-H currently offers instruction to a single grade 10 class. The school day runs from 7:50 a.m. to 2:45 p.m. with each course being taught over 120 hours, which exceeds Ministry requirements.

Assessment of student work is frequent and thorough.

DPA hours are adequately met via PE classes and daily morning exercises.

- (m) *providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

The School currently offers only grade 10. Discussions indicate that the School is well aware of the BC Graduation Program requirements. They have developed a chart to outline the proposed program at GCA-H which would meet the BC Graduation Program requirements.

- (n) *ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

Course overviews have been developed for courses currently offered. They are generally well developed and meet guidelines.

Ongoing course development remains a priority of school administration, particularly as the school intends to add a grade each year until they offer the complete Graduation Program.

The School is aware of the need to develop course overviews for any courses that receive exempted status or are offered at approved BAA courses.

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes,*

See above.

- (p) *use the British Columbia Ministry of Education's Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

GCA-H offers only the Graduation Program. Discussions were held about the value of the performance standards for the ESL program.

- (q) *ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) *that includes the Provincial Examinations, and*
- (iii) *that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

Assessment of student work appeared to be regular and thorough.

The School will issue a bi-lingual report card in each of the 2 terms, in addition to an interim report mid-way through the first term. Report cards templates are developed. Parent teacher interviews will be held following the issuance of the interim report card. Translators will be provided as needed.

Grade 10 provincial exams will likely be deferred until the students have progressed further into the BC Program.

The School has made significant progress in developing a system for maintaining student records according to the requirements of the Certification Agreement.

C. REPORT SUMMARY

Commendations:

Commendations are hereby extended to:

- the Chinese and BC staff for establishing a positive spirit of collegiality and cooperation;
- the School for having the administrative software installed and ready to go at this point; and,
- the teachers for having a dynamic Grade 10 classroom where the BC curriculum is taught with a strong focus on language acquisition.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- That the authorizing documents from the MOE in BC and the Hongkou Department of Education be retained on file at the School prior to the Certification inspection.
- For subsequent inspections the School is required to comprehensively complete the catalogue and all required appendices.
- That CGA-S implements a formal English language assessment instrument that can be administered prior to admission by the BC Principal. Results of this assessment should become part of the student file.
- That the School inform the OIIS immediately upon receipt of BC Certification of the Principal. Such notice should occur no later than **December 15th**. Should certification not be forthcoming by this date the School should take steps to ensure that a BC certified teacher is appointed as the Principal.
- That the Authority ensures the contract includes an accurate estimate of the cost of living in Shanghai, particularly housing in the area of the school.

D. Summative Recommendation

The Evaluator recommends that the designation Candidate Status is hereby awarded to the Authority for the British Columbia Program offered at the Grand Canadian Academy – Hongkou District, Shanghai, PRC, as of September 2011.

Certification Status Inspection Report

On

CANADA LANGFANG SECONDARY SCHOOL

**Langfang, Hebei Province
People's Republic of China**

March 14, 2012

A. INTRODUCTION

On March 14, 2012, a Certification Inspection was completed on Canada Langfang Secondary School (CLSS) Langfang, Hebei Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The inspection team (the Team), appointed by the Director of International Education in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Mrs. Gloria Metzger (Evaluator) a s. 22 public school Assistant Superintendent.

The School has an enrolment of 20 students in grade 10.

The Authority, China Petroleum Pipeline Bureau Middle School (CPPMS) is responsible for the BC Program and also a large Chinese Program. The Principal of CPPMS, Mr. Tong and the Director of International Programs, Ms. Jiang ensured they were available during the visit and were most helpful.

The Evaluator would like to thank and commend the staff of CLSS for their hospitality and thorough preparation for the inspection visit. Considerable dedication and resourcefulness was in evidence as they work toward moving the BC Program forward to Certification Status.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

SCHEDULE "A" REQUIREMENTS FOR CERTIFICATION AND MAINTAINING CERTIFICATION

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The school has not yet received the documentation indicating that Candidate Status has been granted, but it has been verified that the Ministry of Education will send this documentation within the month. Documentation was provided showing written approval to operate the BC program and to seek Candidate/ Certification Status. The local government authorities are in full agreement with the establishment of CLSS and have so indicated in writing. The school has been in operation since September 2011.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Langfang City Bureau of Education has provided written confirmation of full agreement with the establishment of the CLSS and approval to seek Certification Status.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

A British Columbia Agent has been appointed by the school and approved by the Province. All requirements as set out in paragraph 5 of this Agreement have been met.

CPPMS has appointed Canada National Education Centre (CNEC) based in Vancouver, BC to act as a service provider to the BC program at CLSS.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The facilities at CLSS are more than adequate to meet the needs of the BC Graduation Program. The staff is to be commended for creating such a physically attractive space and an environment within that space to maximize student engagement and learning. Two classrooms are currently in use within a six-story building, which is devoted to the international programs operated by CPPMS. Both classrooms contained Smart Boards to enhance the teaching and learning processes. Many more classrooms are available for CLSS's anticipated growth over the next three years. There is also a student lounge, a teacher lounge which includes workout equipment, library, computer lab and administrative offices. Currently science labs take place in another building designated for that purpose and shared with the students of CPPMS. These labs are well maintained and equipped to ensure student learning and safety. The students of CPPMS and CLSS also share gymnasium and outdoor facilities, which are extensive within this school of 6000 students. All educational facilities inspected were well maintained and safe for student use. The computer lab is new and is fully equipped with the latest in technology for student use. The library has been recently furnished with structured study areas, computers and more casual reading areas for both student and teacher use. The selection of print materials is very limited at this time, but will be an area of focus as the school population grows.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. A completed Review Catalogue was received prior to the visit to the school and further up-dated at the time of the inspection. Records and reports provided were in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The school's web site and written promotional materials relating to these requirements were examined and found to be consistent. The information relating to these items are also well defined in the Student and Parent Handbooks.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Evaluator was informed that the Authority has paid the application fee and all related costs to the Province.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All courses in the BC Program are offered in English with the exception of Mandarin 10 and Physical Education 10. These approved exempted courses are taught by locally certified Chinese teachers and will be used for credit in the BC program as allowed by the Agreement. The Chinese teachers are under the educational supervision of the BC Principal.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

All students who apply for admission to CLSS must write an English Assessment Test. The test is locally developed and has been refined each year by the principal to meet the needs of the school and students. It includes reading, writing and comprehension as well as an oral component. Only students who meet the acceptable criteria (50%)

are admitted to the school. All students, once admitted, will take a BAA ESL10 course in their grade 10 year as well as English 10. Both teachers in the school currently hold TESL qualifications.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

N/A Only students who meet the criteria are accepted to the program. Chinese English teachers work with individual and small groups of students after school if additional help is required.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Evaluator was informed that all students have sufficient resources and appropriate textbooks for the courses currently offered by the school. The textbooks currently in use are those one would commonly find in a BC classroom. There are currently minimal library resources available and this is an area the school would like to focus on in the future. The Evaluator encourages the school to take advantage of the designated library space to further enhance the opportunities for this to be a center designed to support English language acquisition and student learning. The school has a new computer lab fully equipped and connected to the Internet. This lab serves many functions and is also the area used for the teaching of Information Technology 10.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal holds a BC College of Teachers professional certificate issued under the *Teaching Profession Act*. She is currently in her second year with this school but is also the principal responsible for four other schools in China. She has acted in this capacity for three years. She spends approximately two-week blocks of time in each of the schools four times a year. The principal has many years of experience as a principal in BC. She is responsible for the annual evaluation of all new teachers, professional development, ensuring that

time requirements are met, course planning assessment and evaluation and all administrative procedures associated with the BC program. The BC principal has been given the necessary authority to fulfill the functions and duties of administering the BC school as set out in the Agreement with the Minister of Education. CLSS also has a part-time onsite vice-principal responsible for the day to day management of the school.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

CLSS employs three teachers including the principal in the BC Program. Two teachers hold professional certificates from the BC College of Teachers and one teacher is certified by the Office of the Inspector of Independent Schools. All three individuals have completed the necessary criminal record check required by the Criminal Records Review Act. The Evaluator verified each teacher's certification and validity /expiry date of his/her teaching certificate. No teachers had restricted certificates.

The two indigenous program teachers both hold valid Chinese teacher certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

The teachers who are responsible for the majority of the BC Graduation Program are BC certified through the BC College of Teachers or the Office of the Inspector of Independent Schools. As allowed by this Agreement, Mandarin 10 and Physical Education 10 courses are taught by locally certified Chinese teachers. These teachers are directly supervised by the principal or vice-principal and the courses they teach (Mandarin 10 and Physical Education 10) have been approved as exempted by the Office of the Inspector of Independent Schools.

The school provides a program of preparation for teaching in the People's Republic of China and helps to prepare them for living in a foreign country. The BC Agent and the local Director of International

Programs provide on-going support. The Principal has also provided professional development opportunities relating to assessment and evaluation and student-led conferences. It is anticipated that the five schools under the supervision of the principal will be brought together in the near future for further professional development opportunities.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

CLSS offers only the Graduation Program courses to students in grades 10-12.

- 15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Evaluator visited classes of each of the teachers and examined the course overviews, short term and daily plans of each teacher. Student assessment and evaluation records were also reviewed. After examining these documents the Evaluator is able to verify that only BC teachers plan, evaluate and provide instruction for all students enrolled in the Graduation Program, with the exception of the exempted courses stated previously. All teachers are required to complete report cards four times each year. In addition to academic achievement, the report cards provide parents with details of work habits, behavior and attendance. Parent meetings are held after each formal reporting period and involve student-led conferences.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *length of school day,*

- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The teacher contract and principal contract were examined in detail. They are comprehensive documents that contain details of all the points required, including hours of school, duties and expectations, length of school year and school day. Salaries are clearly set out as is information regarding accommodation arrangements. The contract in conjunction with the Teachers Handbook provides teachers with all the necessary information with respect to the items listed above.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

CLSS does not currently meet the BC Ministry of Education's current and future requirements for Internet connectivity, computer hardware/software and printer capabilities to ensure the efficient electronic transfer and printing of such items as student registration data and TRAX data. The Evaluator is confident, however, that the administration will ensure this situation is addressed at such time as the school meets Certification Status. It is the intent of the administration to purchase the Windsor School Administration software for the tracking of student data and the generation of Ministry required reports. **It is recommended that the school administration address the issue of student tracking, Permanent Record Cards for each student and PEN numbers for all students as soon as confirmation of Certification Status is received.**

The school does have access to the computer labs for the writing of provincial examinations but some software and other adaptations will be required. The school has the expertise to ensure that this happens

prior to the first group of students scheduled to write exams in June 2012.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

Using documents developed by CNEC, for use in other offshore school, CLSS has further developed a well-organized Staff Handbook that provides guidelines and policies to teachers in all the required areas such as discipline, appeal processes and supervision and evaluation. Teacher evaluation processes are clearly defined and include self-evaluation and formative and summative evaluation components, which are completed by the Principal. The BC Agent is responsible for the evaluation of the Principal. Parent and Student Handbooks have similarly defined policies and procedures pertaining to the school and students.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

The school year and individual courses for grade 10 students meet or exceed the requirements set out in the Ministerial Order 41/91 and the Educational Standards Order. The school day consists of eight 40 minutes classes plus a 30 minute morning exercise break. With the exception of Math 10 and Information Technology 10 (semestered) the courses are all linear. Examination of the course overviews and short and daily planning would indicate that the learning outcomes of all the courses will be met by year-end.

Daily Physical Activity requirements are met through a combination of the morning exercise break and Physical Education 10.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

N/A

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

All students at CLSS will be enrolled in the 2004 Graduation Program. A review of the timetable schedule and courses available to students indicates that students will be able to satisfy the BC graduation requirements as specified in the Ministerial Order 302/04 and Graduation Program Order. The school currently only has grade 10 students, but evidence was provided indicating a three-year plan for these students which will satisfy BC graduation requirements as they move through the program.

Planning 10 is offered throughout the grade 10 year and includes some of the initial components of Graduation Transitions.

Students take Math 10 in the first semester and Information Technology 10 in the second semester. Science 10, ESL 10, English 10, Physical Education 10, Mandarin 10 and Planning 10 are all offered as linear courses throughout the year. Social Studies 10 is deferred until the grade 11 year. In the classes visited, a wide range of teaching and learning strategies were observed and students were engaged in, and focused on their learning. The school is to be commended for the meaningful integration of technology to enhance both teaching and student learning. Teachers are using 'smart boards' as an effective teaching tool throughout their classes. Student assessment and evaluation in all courses was varied and frequent.

The daily physical activity requirement has been met through timetabled Physical Education 10 and daily exercise routines that happen as part of the Chinese School daily routine.

The school has received approval from the Inspector of Independent Schools to offer Mandarin 10 and Physical Education 10 to be taught by certified teachers as exempted courses through the Chinese program.

22. *The Authority must*
- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia*

Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes.

Course overviews were reviewed for all courses currently offered within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. Teachers provided evidence of both short term and daily planning consistent with the overviews. The exempted courses met all the requirements of the BC equivalent course and English translations were available.

During the visit the Evaluator examined the documentation and signed approval of a BAA course ESL 10.

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

N/A

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) *that includes the Provincial Examinations, and*
- (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

Evidence was examined which indicated teachers are providing students with varied methods of assessment and evaluation opportunities to enable them to indicate their mastery of curricular intended learning outcomes. Students were observed to be actively engaged in both group and individual learning.

Students of CLSS are only in grade 10 so have yet to participate in provincial examinations. It is anticipated that these current grade 10 students will participate in the writing of provincial exams in Math 10

and Science 10 in June of this year. The school will ensure the necessary infrastructure is available for the writing of these exams electronically.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Report cards are issued four times a year and include all the required components. Report cards are translated for parents and student-led parent teacher conferences are held twice a year.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

As the school has not yet been granted Certification Status Permanent Student Records (Form 1704) have not yet been completed. The school is prepared to do this as soon Certification Status is received. **It is recommended that the school complete the request for student PEN #'s, complete Form 1704 for each student and ensure a student data tracking system is in place as soon as the Certification Status Agreement is received.**

Student files were examined and found to be complete with all other required documents.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is well defined in the Staff Handbook and each teacher is aware of the process. Teachers are evaluated in their first year in the school using a process that involves self-evaluation, formative and summative reporting components. The BC Agent evaluates the principal.

Examination of the teacher files indicates that they contain all the necessary documentation including verification of teachers' BC certification. For BC College of teachers certified teachers, this evidence is in the form of a printout from the BC College of Teachers webpage that shows the teacher's status and expiry date of certificate. The teachers certified by the Independent School Office have photocopies of their current Office of Independent Schools certificates. The criminal record check requirement is inherent in the BC certification process for both BC College of Teachers and Office of Independent Schools certified teachers.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The Evaluator spent one day in the school inspecting the Authority's BC program at CLSS. The inspection process included assessing the facilities, grounds and equipment used in the delivery of the educational program. The Evaluator also met with the administration, the BC Agent and the teachers to discuss and assess the educational program offered to the students. Time was spent with the principal to verify the day to day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined. In conclusion, the Evaluator is pleased to state that CLSS meets all the requirements of the Certification Status Agreement for certification of the BC program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each

Student's Student Record and notify the Inspector in respect of when these forms are on the files.

As the school currently enrolls only grade 10 students this letter has not yet been written to the Province. **Once Certification of the BC program occurs, it is recommended that the school develop a process as to how the BC school administration and teachers will assist students with the application for study permits and how opportunities will be provided to students to ensure adequate counseling and information is available regarding post secondary opportunities. At that time, the Authority must provide a letter to the Province as required by this Agreement.**

The Evaluator confirms that the student files include signed copies of the *"Consent to Collect, Use and Disclose Personal Information"*.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, principal and staff of Canada Langfang Secondary School on the following:

- For the thorough preparation and on-site assistance with the Certification Status inspection.
- For the culture of respectful cooperation that has been developed between the BC school staff and administration and the partner Chinese school staff and administration.
- For the dedication and resourcefulness of the school staff as they have worked to move the BC program forward to Certification status.
- For the meaningful integration of technology to enhance teaching and learning.
- For creating such a physically attractive space and an environment within that space to maximize student engagement and learning.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Candidate Status/Certification Status Agreement*, the Team recommends that, by May 18, 2012, the Authority provide the Director of International Education, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- Upon the completion of the Certification Status Agreement the administration needs to ensure Permanent Student Records (Form 1704) are completed for each student, PEN #'s are obtained for each

student and a student data tracking system is implemented.

- Once Certification of the BC program occurs it is recommended that the school develop a process to determine how the BC administration and teachers will assist students with the application for study permits and how opportunities will be provided to students to have adequate counseling and information available post secondary opportunities. At that time the Authority must provide a letter to the Province as required by this Agreement.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Langfang Secondary School be recognized as a British Columbia Certified Program.

**Offshore British Columbia Program
Candidate Review Status Report
On the
Canada Langfang Secondary School
Langfang, Hebei Province,
Peoples Republic of China
December 5, 2011**

A. INTRODUCTION

On December 5, 2011, a review for Candidate Status (the review) was completed on the British Columbia (BC) Program offered by Canada Langfang Secondary School (CLSS) located in Langfang, China. The purpose of this review was to determine whether the requirements, according to the Offshore School British Columbia Program Candidate Status Agreement, were being met and to assess the readiness of CLSS to meet the requirements of the Certification Status Agreement within 6 months of this review.

This review was conducted by Mr. Raymond Sutton (the Evaluator), who is a ^{s. 22} independent school principal and Offshore BC Programs Inspection Team Chair.

The School has an enrolment of 20 students in grade 10.

The Authority, China Petroleum Pipeline Middle School, (CPPMS) is responsible for the BC Program. At the time of the visit the principal of CPPMS was seriously ill in hospital and was not available. Mr. Chen the vice principal responsible for the BC program and Ms. Jiang, Director of International programs were available throughout the visit and did all that they could to facilitate the review.

As noted below a number of documents were not available and or signed. The reason given was that the Principal of CPPMS understands no English and is hesitant to sign English versions of documents. His hospitalization has prevented the process from moving forward.

The Evaluator would like to thank CLSS for their hospitality and those involved in the BC program for their preparedness for the review.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or*

city in which the School is located and written approval in principle for the Authority to seek Candidate Status.

No written approval to operate the program or to seek candidate status from the appropriate authorities was seen by the Evaluator. The Program Coordinator told the Evaluator that the Langfang City Bureau of Education had signed a letter of authorization but the letter was not available.

The School Authority is required to provide the Office of the Inspector of Independent Schools the appropriate written approval to operate the program and to seek Candidate Status, prior to CLSS being inspected for Certification Status.

2. The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.

A British Columbia Agent has been appointed who has been approved by the Province. The Agent meets all the requirements as laid out in the Agreement.

Canada National Education Centre (CNEC) based in Vancouver has been appointed as a service provider by CPPMS to the BC program at CLSS.

The Authority has documents indicating

3. The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.

CLSS is currently in temporary but very adequate facilities for the operation of the program. The Evaluator was shown the facility, currently under renovation, where the program will be moved to in the next few weeks. The new facility has plenty of room for expansion; all classrooms have "smart boards" and internet connectivity. The building also houses a computer lab and areas for fine arts. Access to well-equipped Science labs is readily available.

4. The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.

The Authority has provided the Province with the necessary information. A completed Review Catalogue was received prior to the visit to the school. Records and reports provided were in English.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The school's promotional materials meet the requirements and are available in hard copy and on the school's website.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Evaluator was told that the Authority has paid the application fee and the related costs to the Province.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

The school is offering the BC program in English with the exception of Mandarin and PE. The school has applied for an exemption for these two courses.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
- (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Under the supervision of the Vice principal an English Language Assessment was administered to all students entering the school. The assessment consisted of a written and an oral component.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Individualized extra ESL support is currently provided by the two teachers in the BC Program, both of whom hold TESL qualifications, as part of the regular timetable. In addition Chinese English teachers work with individuals and small groups of students after school.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

There are sufficient textbooks and other resources to enable teachers to deliver the BC Program at the Grade 10 level. A library is being developed using, at this stage, primarily “Scholastic Books”

All students have their own laptops. Teachers and students have access to well-equipped and supplied Science labs.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The principal has a current unrestricted BC teaching certificate.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;*

As part of the certification process all teachers have had criminal records checks completed.

- (f) *with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

All teachers who provide instruction in the BC Program are certified. One of the teachers applied for certification to the Office of the Inspector of Independent Schools. She has been informed in writing that she has been issued a certificate which is being mailed to her Canadian address.

Mandarin and PE are taught by locally certified teachers. The school has submitted a request for exemption for these two subjects to the OIIS.

- (g) *with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;*

N/A

- (h) *ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only the certified teachers plan, provide instruction and evaluate students enrolled in the British Columbia Program, except in subjects which have been exempted. Only certified teachers report out to parents or legal guardians regarding the progress of students.

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
- (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

The signed contracts reviewed by the Evaluator clearly lay out the terms and conditions of employment at CLSS.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Plans are in place to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;*

Using the documents developed by CNEC, for use in other offshore schools, the school has published comprehensive staff and student/parent handbooks outlining expectations, procedures and policies.

- (l) *ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

The school year and individual courses meet and exceed the requirements set out in the Ministerial Order 41/91
Requirements for DPA are being met.

- (m) *providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

CLSS currently only offers Grade 10. The school knows what the requirements are for graduation and plans are in place to offer sufficient course to allow students to meet the BC Graduation requirements.

- (n) *ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

N/A

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes,*

Course overviews have been developed for all courses currently being offered. These courses reflect content, teaching strategies and assessment and links to the British Columbia learning outcomes.

- (p) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

N/A

- (q) *ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) *that includes the Provincial Examinations, and*
- (iii) *that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

The school is scheduled to issue three full reports and three interim reports a year. Parent – teacher interviews are scheduled after the first and second formal reports.

The school keeps a hard copy of all student records but plans to put in place appropriate software in the 2012-2013 school year.

C. REPORT SUMMARY

Commendations:

- The Evaluator would like to thank CLSS for their hospitality and those involved in the BC program for their preparedness for the review.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- The School Authority is required to provide the Office of the Inspector of Independent Schools the appropriate written approval to operate the program and to seek Candidate Status.
- The Candidate Status Agreement has not been signed by the School Authority because of the Principal's unwillingness to sign a non-Chinese document. The agreement will need to be signed and returned to the Office of the Inspector of Independent Schools in order for the certification process to move forward.

D. Summative Recommendation

The Evaluator recommends that the designation Candidate Status be awarded to the Authority operating the British Columbia Program at the Canada Langfang Secondary School as of September 2011 subject to the recommendations being addressed.

Certification Status Inspection Report

On

CANADA HEFEI NO. 1 SECONDARY SCHOOL

**Hefei, Anhui Province
People's Republic of China**

March 15 and 16, 2012

A. INTRODUCTION

On March 15 and 16, 2012, a Certification Status Inspection was completed on Canada Hefei No. 1 Secondary School (CHSS) in Hefei, Anhui Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The inspection team (the Team), appointed by the Director of International Education in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Mrs. Gloria Metzger (Evaluator), s. 22 a public school Assistant Superintendent.

The School currently has an enrolment of 57 students in grade 10.

The Authority, Hefei No. 1 High School (HHS), is responsible for the BC Program and the Chinese Program. The Principal of HHS, Mr. Chen Dong and the Director of International Programs, Mr. Zhu ensured they were available during the visit and were most helpful. The staff of CHSS was well prepared for the inspection visit. The school is to be commended for the culture of respectful cooperation that has been developed between the BC school staff and administration and the partner Chinese school staff and administration.

The Evaluator would like to thank the staff of CHSS for their hospitality and thorough preparation for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

SCHEDULE "A" REQUIREMENTS FOR CERTIFICATION AND MAINTAINING CERTIFICATION

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The school has not yet received the documentation indicating that Candidate Status has been granted, but it has been verified that the Ministry of Education will send this documentation within the month. Documentation was provided showing written approval to operate the BC program and to seek Candidate Status. The Hefei City Bureau of Education is in full agreement with the establishment of CHSS and so indicated in writing. The school has been in operation since September 2011 in accordance with the laws of the country and province to the best of the Evaluator's knowledge.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Hefei City Bureau of Education has provided written confirmation of full agreement of the establishment of the CHSS including approval to seek Certification Status.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

A British Columbia Agent has been appointed to the school and has been approved by the Province. The Agent meets all requirements as set out in paragraph 5 of this Agreement.

HHS has appointed the Canada National Education Centre (CNEC) based in Vancouver to act as a service provider to the BC program at CHSS.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The facilities at CHSS are more than adequate to meet the needs of the BC Graduation Program instructional components. Two classrooms are currently in use on the 5th floor of a building devoted to the BC program. More classrooms are available for CHSS's anticipated growth over the next three years. There is also a student locker room, teacher preparation room and administrative offices. Space has been designated for a library and computer lab. **It is recommended that the school work toward more fully developing these designated areas to enhance student learning opportunities and access to resources.** Currently students use science labs located in another HSS building designated for that purpose and shared with the students of HSS. The students of HSS and CHSS also share gymnasium and outdoor facilities. All educational facilities inspected were well maintained and safe for student use.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. A completed Review Catalogue was received prior to the visit to the school and further up-dated at the time of the inspection. Records and reports provided were in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The school's web site and written promotional materials relating to these requirements were examined and found to be consistent. The

information relating to these items are also well defined in the Student and Parent Handbooks.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Evaluator was informed that the Authority has paid the application fee and all other relevant costs to the Province.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All courses in the BC Program are offered in English with the exception of Mandarin 10 and Physical Education 10. These exempted courses are taught by locally certified Chinese teachers and are used for credit in the BC program as allowed by the Agreement. The Chinese teachers are under the educational supervision of the BC Principal.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

All students who apply for admission to CHSS must write an English Assessment Test. The test is locally developed and has been refined each year to meet the needs of the school and students. It includes reading, writing and comprehension as well as an oral component. Only students who meet the acceptable criteria (50%) are admitted to the school. All students, once admitted will take a BAA ESL10 course in their grade 10 year in addition to English 10.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

N/A Only students who meet the criteria are accepted to the program.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Evaluator was informed that all students have sufficient resources and appropriate textbooks for the grade 10 courses offered by the school. The resources examined would be similar to those found in a local BC schools. There are currently minimal library resources available and this is an area the school would like to focus on in the future. **The Evaluator recommends that the school take advantage of the designated library space to further enhance opportunities for this area to be a student-learning center supporting English language acquisition and access to resources.** Currently, students wishing Internet connection must go to another building on campus. The computer labs at HSS are used for Information Technology 10. **CHSS has a technology plan and the Evaluator recommends that the school use this plan to enhance student ability to access the Internet where many teaching and learning resources are readily available.**

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal holds a BC College of Teachers professional certificate issued under the *Teaching Profession Act*. She is currently in her second year with this school but is also the principal responsible for four other schools in China. She has acted in this capacity for three years. She spends approximately two-week blocks in each of the schools four times a year. The principal has many years of experience as a principal in BC. She is responsible for the annual evaluation of all new teachers, professional development, ensuring that time requirements are met, course planning, assessment and evaluation and all administrative procedures associated with the BC program. The BC principal has been given the necessary authority to fulfill the functions and duties of administering the BC school as set out in the Agreement with the Minister of Education. CHSS also has a part-time BC certified vice-principal responsible for the day to day management of the school.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

CHSS employs four teachers including the principal to teach the BC Program. Two hold professional certificates from the BC College of Teachers and two are certified by the Office of the Inspector of Independent Schools. All four individuals have completed the necessary criminal record check required by the Criminal Records Review Act. The Evaluator verified each teacher's certification and validity /expiry date of his/her teaching certificate. No teachers had restricted certificates.

The two indigenous program teachers both hold valid Chinese teacher certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

The teachers who are responsible for the majority of the BC Graduation Program are all BC certified through the BC College of Teachers or the Office of the Inspector of Independent Schools. As allowed by this Agreement, Mandarin 10 and Physical Education 10 courses are taught by locally certified teachers. These teachers are directly supervised by the principal or vice-principal and the courses they teach (Mandarin 10 and Physical Education 10) have been approved as exemptions by the Office of the Inspector of Independent Schools.

The school provides a program of preparation for teaching in the People's Republic of China and helps to prepare them for living in a foreign country. The BC Agent prior to the teacher leaving Canada does much of this preparation, and once at the school Mr. Zhu the Director of International Programs provides continued assistance to teachers.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization*

to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

CHSS offers only the Graduation Program to students in grades 10-12.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Evaluator visited classes of each of the teachers and examined the course overviews, short term and daily plans of teachers. Student assessment and evaluation records were also reviewed. After reviewing these documents the Evaluator is able to verify that only BC teachers plan, evaluate and provide instruction to all students enrolled in the Graduation Program, with the exception of the exempted courses stated previously. All teachers are required to complete report cards four times each year. In addition to academic achievement, the report cards provide parents with details of work habits, behavior and attendance. Parent-teacher meetings are held after each formal reporting period.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) hours of work,*
- (b) the duties of the British Columbia Certified Teacher,*
- (c) the teaching assignment,*
- (d) accommodation provided or available,*
- (e) length of school day,*
- (f) length of School Year,*
- (g) salary and benefits,*
- (h) travel arrangements,*
- (i) medical expenses,*
- (j) applicable work permits.*

The teacher contract and principal contract were examined in detail. They are comprehensive documents that contain details of all the points required, including hours of school, duties and expectations, length of school year and school day. Salaries are clearly set out as is information regarding accommodation arrangements. The contract in

conjunction with the Teachers Handbook clearly provides teachers with all the necessary information with respect to the items listed above.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

CHSS does not yet meet the BC Ministry of Education's current and future requirements for Internet connectivity, computer hardware/software and printer capabilities to ensure the efficient electronic transfer and printing of such items as student registration data and TRAX data. The Evaluator is confident, however, that the administration will ensure this situation is addressed at such time as the school is granted Certification Status. It is the intent of the administration to purchase the Windsor School Administration software for the tracking of student data and the generation of Ministry required reports. **It is recommended that the school administration address the issue of student tracking, Permanent Record Cards (Form 1704) for each student and PEN numbers for all students as soon as confirmation of Certification Status is received.**

The school does have access to the computer labs in HSS for the writing of provincial examinations, but some software and other adaptations will be required. The school has the expertise to ensure that this happens prior to the first group of students who it is anticipated will write Science 10 and Math 10 exams scheduled for June 2012.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

CHSS has developed a comprehensive well-organized Staff Handbook that provides guidelines and policies to teachers in all the required areas such as discipline, appeal processes and supervision and

evaluation. Teacher evaluation processes are clearly defined and include self-evaluation and formative and summative evaluation components, which are completed by the Principal. The BC Agent is responsible for the evaluation of the Principal.

Student and Parent Handbooks are comprehensive and clearly state policy and procedures pertaining to the school and students.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

The school year and individual courses for grade 10 students meet and/or exceed the requirements set out in the Ministerial Order 41/91 and the Educational Standards Order. The school day consists of six 40 minute instructional blocks. Chinese certified teachers outside this time frame teaches mandarin 10 and Physical Education 10. Physical Education 10 is offered over a two year period. The courses are linear with the exception of two semester courses, Information Technology 10 and Math 10.

Daily Physical Activity requirements are being met.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

N/A

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

All students at CHSS will be enrolled in the 2004 Graduation Program. A review of the timetable schedule and courses available to students indicates that students will be able to satisfy the BC graduation requirements as specified in the Ministerial Order 302/04 and Graduation Program Order. The school currently only has grade 10

students, but evidence was provided indicating a three-year plan for these students that will satisfy BC graduation requirements as they move through the program.

Planning 10 is offered throughout the grade 10 year and includes some of the initial components of Graduation Transitions.

Students take Math 10 in the first semester and Information Technology 10 in the second semester. Science 10, ESL 10, English 10, Physical Education 10, Mandarin 10 and Planning 10 are all offered as linear courses throughout the year. Social Studies 10 is deferred until the grade 11 year. In the classes visited, a wide range of teaching and learning strategies were observed and students were engaged in and focused on their learning. Technology is used to enhance both teaching and student learning. Assessment and evaluation in all courses was varied and frequent.

The daily physical activity requirement has been met through timetabled Physical Education 10 and daily exercise routines that happen as part of the Chinese School daily routine.

The school has received approval from the Inspector of Independent Schools to offer Mandarin 10 and Physical Education 10 to be taught by certified teachers as exempted courses through the Chinese program.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes.*

Course overviews were reviewed for all courses offered within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. Teachers provided evidence of both short term and daily planning consistent with the overviews. The exempted courses met all the requirements of the BC equivalent course and English translations were available.

The school offers only one approved BAA course ESL 10.

- (b) *use the British Columbia Ministry of Education's British Columbia*

Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.

N/A

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

Evidence was examined that indicated teachers are providing students with varied methods of assessment and evaluation opportunities to enable them to indicate their mastery of curricular intended learning outcomes. Students were observed to be actively engaged in both group and individual learning.

Students of CHSS are only in grade 10 so have yet to participate in provincial examinations. It is anticipated that these grade 10 students will participate in the writing of provincial exams in Math 10 and Science 10 in June 2012. The school will ensure the necessary infrastructure is available for the writing of these exams electronically.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Report cards are issued four times a year and include all the required components. Report cards are translated for parents and parent teacher conferences are held twice a year.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

As the school has not yet been granted Certification Status, Permanent Student Records (Form 1704) have not yet been completed. The school is prepared to do this as soon Certification Status is received. **It is recommended that the school complete the request for student PEN #'s, complete Form 1704 for each student and ensure a student data tracking system is in place as soon as the Certification Status Agreement is received.**

Student files were examined and found to be complete with all other required documents. It is hoped that the CHSS administration continue to work with HSS administration to ensure greater continuity and stability of Chinese support staff as they provide an important link in the gathering of student data.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is well defined in the Staff Handbook and each teacher is aware of the process. Teachers are evaluated in their first year at the school using a process that involves self-evaluation, formative and summative reporting components. The BC Agent evaluates the principal.

Examination of the teacher files indicates that they contain all the necessary documentation including verification of BC certification and teacher contracts. For BC College of Teachers certified teachers, this evidence is in the form of a printout from the BC College of Teachers webpage that shows the teacher's status and expiry date of certificate. The teachers certified by the Independent School Office have photocopies of their current Independent Schools certificates. The criminal record check requirement is inherent in the BC certification process for both BC College of Teachers and Independent Schools certified teachers.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and*

deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The inspection process at CHSS included assessing the facilities, grounds and equipment used in the delivery of the educational program. The Evaluator also met with the administration, the BC Agent and the teachers to discuss and assess the educational program offered to the students. Time was spent with the principal to verify the day to day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined. In conclusion, the Evaluator is pleased to state that CHSS meets all the requirements of the Certification Status Agreement for certification of the BC program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

As the school currently enrolls only grade 10 students this letter has not yet been written to the Province. **Once Certification of the BC program occurs, it is recommended that the school develop a process as to how the BC administration and teachers will assist students with the application for study permits and how opportunities will be provided to students to have adequate counseling and information on available post secondary opportunities. At that time, the Authority must provide a letter to the Province as required by this Agreement.**

The Evaluator confirms that the student files include signed copies of the "Consent to Collect, Use and Disclose Personal Information".

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, principal and staff of Canada Hefei No. 1. Secondary School on the following:

- For the thorough preparation and on-site assistance with the Certification Status inspection.
- For the culture of respectful cooperation that has been developed between the BC school staff and administration and the partner Chinese school staff and administration.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by May 18, 2012, the Authority provide the Director, International Education, responsible for offshore school programs, with a plan and timeline for the proposed implementation of the following items:

- The school work towards more fully developing the designated library space to further ensure student access to resources and enhance student learning.
- The school continue to implement the technology plan to include Internet connectivity in the building for students to help ensure the availability of the many online learning resources.
- Upon the completion of the Certification Status Agreement the administration needs to ensure Permanent Student Records (Form 1704) are completed for each student, PEN #'s are obtained for each student and a student data tracking system is implemented.
- The school needs to develop a process to determine how the administration and/or teachers will directly assist students with the application for study permits and how opportunities will be provided to students to have adequate counseling and information on available post secondary opportunities. At that time, the Authority must provide a letter to the Province as required by this Agreement.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Hefei No. 1 Secondary School be recognized as a British Columbia Certified Program.

**Offshore British Columbia Graduation Program
Candidate Review Status Report
On the
Canada Hefei No. 1 Secondary School
Hefei, Anhui Province
People's Republic of China
December 6 and 7, 2011**

A. INTRODUCTION

On December 6 and 7, 2011, a review for Candidate Status (the review) was completed on the British Columbia (BC) Program offered at Canada Hefei No. 1 Secondary School, (CHSS) Hefei, Anhui Province, People's Republic Of China. The purpose of this review was to determine whether the requirements, according to the Offshore School British Columbia Program Candidate Status Agreement, were being met and to assess the readiness of CHSS to meet the requirements of the Certification Status Agreement within 6 months of this review.

This review was conducted by Mr. Raymond Sutton (the Evaluator), who is a ^{S. 22} independent school principal and Offshore BC Programs Inspection Team Chair.

The School has an enrolment of 57 students in grade 10.

The Authority, Hefei No. 1 High School, (HHS) is responsible for the BC Program. The Principal of HHS, Mr. Chen Dong, the Vice Principal for International Programs, Mr. Wang, and the Director of International Programs, Mr. Zhu, made themselves available during the visit and were all most helpful. The Principal and staff of CHSS were well prepared for the visit.

The Evaluator would like to thank the staff of CHSS and HHS for their hospitality and for their preparedness for the review.

B. BRITISH COLUMBIA OFFSHORE REQUIREMENTS FOR CANDIDATE STATUS

1. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Candidate Status.*

No written approval to operate the program or to seek candidate status from the appropriate authorities was seen by the Evaluator. The Authority told the Evaluator that the Hefei City Bureau of Education was in full agreement with the establishment of CHSS and that a letter to that effect would be forth coming.

The School Authority is required to provide the Office of the Inspector of Independent Schools the appropriate written approval to operate the program and to seek Candidate Status, prior to CHSS being inspected for Certification Status.

The Candidate Status Agreement has been signed by the Authority and submitted to the Office of the Inspector of Independent Schools. CHSS is to ensure they have a copy of the agreement, signed by both parties, on file.

2. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be approved in writing by the Province and must meet all of the requirements set out in paragraph 6 of this Agreement.*

A British Columbia Agent has been appointed who has been approved by the Province. The Agent meets all the requirements as laid out in the Agreement.

Canada National Education Centre (CNEC) based in Vancouver has been appointed as a service provider by HHS to the BC program at CHSS.

3. *The Authority's facilities and equipment used in conjunction with provision of the British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The facilities at CHSS are very adequate and well suited for offering the BC Graduation Program. The school has good access to Science labs, a Computer lab and athletic facilities. There is room for expansion of the program in the future.

4. *The Authority must provide the Province with data requested at the time and in the form required, including the Review Catalogue. All records and reports must be in English.*

The Authority has provided the Province with the necessary information. A completed Review Catalogue was received prior to the visit to the school. Records and reports provided were in English.

5. *The Authority's British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority,*

including information on the Authority's websites and on sites that link with other programs and/or organizations.

The school's promotional materials meet the requirements and are available in hard copy and on the school's website.

6. *The Authority is responsible to pay a non-refundable application fee of \$2,500 and all related review costs to the Province.*

The Evaluator was told that the Authority has paid the application fee and the related costs to the Province.

7. *The Authority must provide the British Columbia Program in English, except for second language course and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.*

The school is offering the BC program in English with the exception of Mandarin and PE. The school has applied for an exemption for these two courses.

8. *The Authority must demonstrate sufficient planning and level of implementation of the British Columbia Program satisfactory to the Province in respect of the following:*
- (a) *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Under the supervision of the Principal an English Language Assessment was administered to all students entering the school. The assessment consisted of a written and an oral component. 110 students applied to the program of whom 60 were accepted.

- (b) *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Individualized extra ESL support is currently provided by the three teachers in the BC program as part of the regular timetable. In addition Chinese English teachers and tutors work with individuals and small groups of students after school.

- (c) *acquiring of sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met;*

There are sufficient textbooks and other resources to enable teachers to deliver the BC Program at the Grade 10 level. Plans are in place to develop a library of appropriate reading materials. Teachers and students have access to well-equipped and supplied Science labs and a computer lab.

- (d) *ensuring that the Principal of the Authority's British Columbia Program has an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible;*

The principal has a current unrestricted BC teaching certificate.

- (e) *ensuring the Principal, all Certified Teachers and English as a Second Language teachers who are teaching Students in the British Columbia Program have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher;*

As part of the certification process all teachers have had criminal records checks completed.

- (f) *with respect to the Graduation Program, employing only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to Schedule B;*

All teachers who provide instruction in the BC Program are certified.

Mandarin and PE are taught by locally certified teachers. The school has submitted a request for exemption for these two subjects to the OIIS.

- (g) *with respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified*

Teachers to teach the British Columbia Curriculum except for up to 2 local language and local culture courses for which the Province has granted an exemption in writing;

N/A

- (h) *ensuring that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in the British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province;*

Only the certified teachers plan, provide instruction and evaluate students enrolled in the British Columbia Program, except in subjects which have been exempted. Only certified teachers report out to parents or legal guardians regarding the progress of students..

- (i) *ensuring that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:*
- (i) *hours of work,*
 - (ii) *the duties of the Certified Teachers,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.);*

The signed contracts reviewed by the Evaluator clearly lay out the terms and conditions of employment at CHSS.

- (j) *ensuring the Authority's Certified British Columbia Program meets the Ministry's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program provincial examinations; (See Schedule "E" for a listing of current internet connectivity requirements and the Province will inform the Authority of changes to requirements which would apply for subsequent School Years)*

Plans are in place to ensure that the necessary electronic transfers to the Ministry of Education can be made as needed after certification has been granted.

- (k) *ensuring that the Authority has policies and procedures related to the provision of a British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision, and Certified Teacher and Principal evaluation;*

Using the documents developed by CNEC, for use in other offshore schools, the school has published comprehensive staff and student/parent handbooks outlining expectations, procedures and policies.

- (l) *ensuring that the Authority's British Columbia Program complies with the subject instructional time and program requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order;*

The school year and individual courses meet and exceed the requirements set out in the Ministerial Order 41/91.

Requirements for DPA are being met.

- (m) *providing sufficient courses in a Certified British Columbia Program to enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 205/04, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act;*

CHSS currently only offers Grade 10. The school knows what the requirements are for graduation and plans are in place to offer sufficient course to allow students to meet the BC Graduation requirements.

- (n) *ensuring all courses offered in the British Columbia Program meet the learning outcomes set out in the Educational Program Guides for each course in the British Columbia Program with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia learning outcomes;*

N/A

- (o) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate*

of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes,

Course overviews have been developed for all courses currently being offered. These courses reflect content, teaching strategies and assessment and links to the British Columbia learning outcomes.

- (p) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

N/A

- (q) *ensuring that all Students participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (i) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) *that includes the Provincial Examinations, and*
- (iii) *that demonstrates that all the Students are taught in accordance with paragraphs 16-21 of Schedule B.*

The school is scheduled to issue three full reports and three interim reports a year. Parent – teacher interviews are scheduled after the first and second formal reports.

C. REPORT SUMMARY

Commendations:

- The Evaluator would like to thank CHSS for their hospitality and those involved in the BC program for their preparedness for the review.

Recommendations:

The Authority is to attend to the following matters and confirm their completion in writing to the Office of the Inspector of Independent Schools prior to the upcoming Certification Inspection.

- The School Authority is required to provide the Office of the Inspector of Independent Schools the appropriate written approval to operate the

program and to seek Candidate Status, prior to CHSS being inspected for Certification Status.

- The Candidate Status Agreement has been signed by the Authority and submitted to the Office of the Inspector of Independent Schools. CHSS is to ensure they have a copy of the agreement, signed by both parties, on file.

D. Summative Recommendation

The Evaluator recommends that the designation Candidate Status be awarded to the Authority operating the British Columbia Program at the Canada Hefei No 1 Secondary School as of September 2011 subject to the recommendations being addressed.

Certification Status Inspection Report

On the

**Sino Bright School – Kaifeng
Kaifeng, Henan
People’s Republic of China**

November 18, 2011

A: Introduction

On November 18, 2011 a Certification Status Inspection was completed at Sino Bright School- Kaifeng (SBS-K) in the city of Kaifeng, Henan Province in the People’s Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. This is the first certification inspection conducted at this new school. The inspection team was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Ms. Janet Hitchcock, retired vice-principal of a British Columbia independent school and Ms. Gloria Metzger (Chair), s. 22 Assistant Superintendent of a British Columbia public school district.

The School has an enrolment of 51 grade 10 students in the graduation program (source: Inspection Catalogue for Offshore School Certification, November 2010).

The Authority, Sino Bright Education Company Limited (Lucky 34 Holdings), is responsible for the B.C. Program. The Authority also operates three other certified schools in the People's Republic of China - Sino Bright School #25, Sino Bright School and Sino Bright School #8 all located in the Beijing area.

The team met with Quan Ou Yang (President, Sino Bright Education Co. Ltd.), Ms. Yufang Sun (Superintendent and Authority representative), Mr. Nicholas Graves (teacher) and the Chinese Principal, Ms. Sabrina Han of the partner Chinese School, QiuShi School. In addition, the team met with the two teachers the day of the evaluation to explain the purpose and process of the inspection and after the completion of the inspection. The team also toured the premises, visited classrooms, met with individual teachers and reviewed relevant school administrative documents as well as teacher planning and teaching documents, including student work. The team enjoyed the opportunity to interact with students during the visit.

The team would like to thank the Authority and administration of the Sino Bright School - Kaifeng for its hospitality and the cooperation shown during the inspection visit.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority operates three schools under the BC Offshore School Certification Status Agreement with the Minister of Education of British Columbia. Kaifeng, a fourth school is having a Certification Status inspection for the first time this year. The Authority opened Sino Bright # 25 in 2004, Sino Bright School #8 in 2007 and the Sino Bright School (ShuRen campus) in 2009. The Authority is very familiar with the standard of care required by the Certification Status Agreement. In all cases, the Sino Bright Schools are in partnership with a larger Chinese school. As in the case of SBS #8 and SBS, the SBS-K is in partnership with a Private Chinese School, whereas SBS #25 is in partnership with a Public Chinese School. The Authority is striving to attain a consistency of operation in all four schools with respect to policies, record keeping, purchases, and general administration.

The school has received permission to operate and confirms that it complies with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification.

SBS-K was officially approved for Candidate Status November 18, 2011 after a Ministry of Education *Candidate Status Inspection* on September 1, 2011.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

All formal documentation with the Ministry of Education and local agreements are kept at the Authority's Head Office in central Beijing.

The Offshore School Inspection Catalogue for Offshore school certification notes that a Memorandum of Understanding was signed on May 5, 2011 indicating approval of the appropriate local governments to seek and maintain BC certification.

The facilities meet all the codes of zoning, building, fire and health of the local municipality, as it is located within the campus of the larger Chinese school, QiuShi School.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

In October 2010, the BC Agent resigned her position unexpectedly. After discussions with the Inspector of Independent School, permission was granted to appoint Bob Albiston as the Acting interim BC Agent until a suitable replacement could be found. Mr. Albiston meets the requirements for a BC Agent with the exception of the residency requirement as he lives in Beijing and is not a BC resident. As of this date Mr. Albiston is still the Acting BC Agent for all 4 Sino Bright schools although Yufang Sun fulfills most of the BC Agent responsibilities. The team encourages the Authority to appoint a BC resident as BC Agent as soon as possible to ensure that the functions of the BC Agent can be carried out especially regarding the recruitment and hiring of BC Certified teachers.

The team did examine a copy of the BC Agent's contract signed September 2011 and is able to state that the BC Agent has the authority to represent and legally commit the Authority in all dealings with the province.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SBS-K campus is located on the campus of QiuShi School a private school in the city of Kaifeng. The school occupies a self-contained separate building.

There are three classrooms, library, multi-purpose room, art room and offices all located on the second floor. The school has access to a computer lab and a science lab on the fourth floor. The library is in the very initial stages of development. The common grounds include four outdoor basketball courts, four badminton courts, a volleyball court and multiple ping-pong tables.

All students board in the dormitories of the residence buildings. Classrooms are used daily for supervised study sessions. The team did visit the comfortable student rooms. A Dorm Room Teacher and the Chinese Home Room teacher both of whom live in the dorms supervise the students. There are appropriate medical and pharmaceutical services available to all students while on campus.

Nicholas Graves who has a signed teacher contract, which includes some administrative duties, currently performs the local administrative duties of a principal. He teaches 50% of the time with the remainder of time devoted to administrative duties. With the current size of the school this is considered to be sufficient time for those required duties. However, each BC certified Offshore School must have an on-site contracted principal. **The Authority must ensure that a principal is appointed for Sino Bright School - Kaifeng by February 1, 2012.**

The team confirms that the facilities of SBS-K are satisfactory for the instructional purposes of the 51 students enrolled.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Ministry of Education with the completed Offshore School Inspection Catalogue for Offshore School Certification as required. The team was provided with the information necessary for it to complete the inspection process. All the official documentation regarding the governance of the school is kept at the Sino Bright Head Office. Local information provided included course overviews and curriculum-related materials, as well as copies of the various policy books. All data presented were well organized and easy to follow. **The school is commended for the considerable effort devoted to the preparation for the first Certification Status Inspection.**

The school uses the Windsor School Administration Software program and annually extracts from it the 1701 reports for submission to the data branch of the Ministry of Education. In addition, the I-2001 reports and TRAX information are also completed and sent to the Ministry as required. **Requests for PEN numbers for new students have been made through Sino Bright #25 and will need to be transferred to SBS-K now that the school has received Candidate Status.** No students were found to have Permanent Student Records Cards (Form 1704), as was the case in all the Sino Bright schools. **The school is required to have this documentation (Form 1704) for each student in accordance with Ministry requirements by February 1, 2012.** The team verifies that all data requested by the Province with the noted exception is in the form required and all records and reports are in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The team examined the website of the school (<http://www.schoolbj.com>) and some promotional materials used by the school to attract students and families to their secondary school. The website clearly describes the Sino Bright's Education Company's philosophy and programs and it includes a short section on Canada. The information on the website is available in both English and Chinese. After reviewing the information outlined in all promotional materials that the team had access to, it determined that there is consistency in the school's advertizing and its policies about the certified British Columbia Program. However, the website does not contain any information specific to the SBS-K campus. Most of the information listed is of a general nature and the photographs posted are of the other campuses. The school tuition refund policy is detailed on the student application form. The policy is centered on the date of student's withdrawal as the factor that determines how much tuition is refunded.

The school maintains a complete and up to date Student and Parent Handbook with specific details related to policies and daily expectations.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Authority has paid the non-refundable application fee as well as all related inspection costs. In addition, it has also paid the regular annual costs for registering students and examination fees as described in Schedule "C" of the Agreement.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All subjects in the certified BC Program are taught in English, with the exception of the Chinese language courses (Mandarin 10, 11 and 12), Fine Arts 10 and Physical Education 10. These courses are or will be taught by locally certified Chinese teachers and used for credit in the BC Program, as allowed by the Agreement. The Chinese teachers are currently under the educational supervision of the BC 'Head' teacher.

The school must apply for and receive a letter of exemption from the BC Inspector of Independent Schools for each of these courses.

9. *The Authority must verify that all Students entering the Graduation Program of the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply for admission to SBS-K must write an English Placement Test to determine placement in the appropriate English class. The test is locally developed with an emphasis on comprehension. This test is supplemented with a written component at the time the student actually requests admission. The results of the test are analyzed and together with the interview, admission and placement is decided. The interview forms a vital part of the placement procedure as it provides dialogue with the student about his/her motivation for joining the program.

Once students are admitted and placed, they are re-assessed in the early part of the school year to determine if their placement requires revision. Being such a small school, the teachers are able to continually assess student language proficiency. These observations dictate the level of support the student needs to be successful.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

All the students in Grade 10 receive one class of ESL per day during the first semester. Six students have been identified as needing additional support and they are separated from the other students and instructed in a small group for ESL and Planning 10. The team noted that next semester students are not scheduled into any ESL or English class, but the final decision will be determined towards the end of this semester. The school is encouraged to consider the need for English Language instruction throughout the year.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The team observed that in each class, students had the required textbooks for their course. The students purchase these books from the school authority through its head office.

The school has a large room that is in the process of being set up as a library facility. The school has purchased bookshelves and furniture for the room. **The team recommends that the school develop and implement plans for the development of the library based on student needs.**

The school has wireless internet access throughout the building. Technology is integrated into each classroom. The school has purchased white boards and bulletin boards and the team observed the teachers putting this equipment to good use in the delivery their planned lessons.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the*

Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.

Sino Bright School- Kaifeng currently has a BC College of Teachers certified teacher who also has administrative responsibilities defined in his teaching contract. Mr. Nicholas Graves teaches 50% of his time and administers the school the remainder of the time. This is considered sufficient at this point in the school's growth. **Each Offshore School, however, is required to have a contracted on-site principal and the Authority must confirm to the Office of the Inspector of Independent Schools that a principal has been appointed by February 1, 2012.** The Chinese principal Sabrina Han assists Mr. Graves.

Mr. Graves is responsible for the annual evaluation of teachers, professional development, ensuring that time requirements are met, course planning, assessment and evaluation, student supervision and all administrative procedures associated with the BC program. He works closely with the Chinese Principal, Ms. Sabrina Han.

Although not contractually embedded he appears to have been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

SBS-K employs three teachers to teach in the BC Program. Of these, one holds a current BC College of Teachers professional certificate. This indicates he has successfully completed the criminal record check required by the Criminal Records Review Act. One teacher teaches only non-credit ESL course and the other teacher is not yet certified, but is in the process of collecting the necessary documentation for an OIIS certification. At the time of the inspection neither of these two teachers have documented criminal record checks. **The school must confirm that all teachers have a valid teaching certificate, which will include a criminal record check and only teach subjects within the restriction identified on their teacher's certification by February 1, 2012.**

The indigenous program teachers all hold valid local Chinese teacher certification.

14. *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

Only one teacher responsible for the BC Graduation Program is BC certified through the BC College of Teachers. A second teacher has not yet received certification through the Office of the Inspector of Independent Schools. The Authority must ensure that this teacher is removed from all teaching responsibilities until such time as this certification is received. **The Authority must immediately inform the Inspector of Independent Schools that this teacher is no longer fulfilling any teaching duties until such time as the certification process is complete and how the school is ensuring the continuation of student's programs.** It is the school's intent to hire a qualified Math teacher for the second semester. The school must ensure that this individual is certified prior to assuming any teaching duties.

As allowed by the Agreement, locally certified teachers teach Mandarin, Fine Arts and Physical Education courses. The teacher currently fulfilling the duties of the principal directly supervises these teachers. None of these courses, however, have been approved as exemptions by the Office of the Inspector of Independent Schools. **The school must apply for exemptions for Mandarin 10- 12, PE 10 and Fine Arts 10 by February 1, 2012.**

The new teachers have undergone a program of preparation for teaching in the People's Republic of China. This program helps prepare them for living in a foreign country. The program includes an initial professional development day at which teachers are introduced to teaching strategies, assessment, evaluation processes and linkages to the learning outcomes of the BC curriculum. The Sino Bright Foreign Affairs personnel in the Head Office also provide assistance with visas and adapting to life in China. All new staff have a Staff Handbook for New Teachers in addition to the regular Staff Handbook

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

SBS-K is a secondary school that currently only offers a certified BC Graduation Program to students in grade 10.

15. *The Authority must ensure that only British Columbia Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

Members of the inspection team visited classrooms and examined the course overviews, short-term and daily plans of teachers. They also inspected teacher assessment and evaluation records. After reviewing these documents, the team is able

to verify that only BC certified teachers plan, evaluate and provide instruction to all students enrolled in the Graduation Program with the previously noted exceptions. All courses taught in Chinese have yet to be approved as exempted courses.

All teachers are required to complete report cards four times in each semester. Each week parents are given a summary of the achievement, attendance and behavior of their child. Parent meetings are held whenever official reports are sent out. For parents who are unable to attend these meetings, the teachers fax or email the parents.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (i) *hours of work,*
- (ii) *the duties of the British Columbia Certified Teacher,*
- (iii) *the teaching assignment,*
- (iv) *accommodation provided or available,*
- (v) *an estimate of the cost of living in the area where the School is located;*
- (vi) *length of school day,*
- (vii) *length of School Year,*
- (viii) *salary and benefits, and*
- (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The team examined the teacher contract in detail. It is a comprehensive document that contains details of all the points required, including hours of school, duties and expectations, length of school day and school year.

The salaries are described in a salary grid that is based on certification and years of experience zero to 3+ years. The salary grid also includes an accommodation allowance and an administrative allowance for vice-principals, department heads, coordinators, administrative assistants and counsellors. A financial bonus program provides teachers with an incentive to stay with the school for more than one year. All funds are payable in RMB currency.

The contract is very clearly written and together with the Teacher Manual, provides the teachers with the information they need to know with respect to the items listed above.

The Staff Handbook consists of 10 chapters that include school procedures and policies, parent appeal procedures, teacher conduct and evaluations, school safety (fire and earthquake drills), student safety and student discipline.

To further assist new teachers there is a New Teacher Orientation Guide and the Authority has a staff orientation program that begins with a day meeting of all new Sino Bright employees, soon after they arrive. This program is provided to help ensure that all teachers adjust to their responsibilities in the new country as quickly as possible. School administrators are readily available to help teachers with any aspects of this transition.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

SBS-K meets the BC Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as teacher registration data, TRAX, and examinations. The school uses the Windsor School Administration software to enable the transfer of the necessary information to the Ministry and also to track attendance and students' grades. This software program is listed as approved in Schedule "D" of the Agreement.

The school has a large computer room with 60 computers which all have internet access. Although no provincial examinations have yet been written this facility is large enough to meet the needs of the school now and as it grows.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

SBS-K has developed a well-organized Staff Handbook that provides guidelines and policies to teachers. There are clear policies on a number of student/parent-related items such as discipline and appeals as well as a number of teacher-related items such as supervision and evaluation. These documents appear to be consistent throughout the Sino Bright schools.

Section 6 of the Sino Bright policy states that teachers will be evaluated on their performance, curriculum knowledge and planning, teaching strategies, assessment and classroom management. The guidelines clearly state the process of evaluation, including an appeal process for any teacher wishing to appeal an evaluation. The

process of teacher evaluation results in three formal reports that are based on informal classroom assessments. The contracted teacher with administrative responsibilities will complete the evaluations of teachers at SBS.

19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.

The school operates on a semester/linear system. The Mandarin and Fine Arts courses that are taught by the Chinese teachers are linear. In the first semester the students are taking two courses for credit, Math 10 and Planning 10. The ESL course that they all take is not offered for credit. In the second semester students will take three courses for credit, Social Studies 10, Business Education 10 Entrepreneurship and Math 11. The team noted that there was no specific English language course taught in the Grade 10 year and in the second semester there is no ESL. The school is strongly encouraged to consider the impact of ESL students receiving no formal language instruction for such a length of time.

20. The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

N/A

21. If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

This year the schedule for the Grade 10 students allows them to earn credits for Planning 10, Foundations of Math and Pre-Calculus 10 and 11, Business Education 10 Entrepreneurship, SS 10, Mandarin 10 and Fine Arts 10. The students will also have completed part of PE 10, which will be completed over the 3 years of high school. A three year plan has been developed that indicates in Grade 11 student will take English 10, Communications 11, Science 10, English 11, Mathematics 12, Mandarin 11 and a science 11. In Grade 12 the students will take English 12, a second grade 11 science, Social Studies 11, 2 Grade 12 science courses and Mandarin 12. Students will also work on their Graduation Transition Plan throughout the three years. If these plans are followed the authority will be providing a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

In addition to the Graduation Program the school has established a Student Council that plan monthly theme days and weekly activities. They also have a Yoga Club, a Basketball Club and a Music Competition. **The team commends the school for the integration of Canadian culture beyond the curriculum.**

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews were reviewed for all courses within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. The teachers provided evidence of both long term and daily planning consistent with the overviews. The course overview for PE 10 did not indicate how the content of course was to be divided in order to allow the course to be taught over a three-year cycle. **The team recommends that all course overviews be reviewed to ensure that they indicate a clear and detailed linkage of prescribed learning outcomes to the specific content that is listed and that the time lines given in the course overview accurately match the length of the course being offered and that the PE 10 overview be reworked to indicate how this course is to be taught over three years. In addition the students will need to complete a log of their DPA activities so that the "Requirements Met" designation may be added to their final report card.**

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) *that includes the Provincial Examinations, and*
- (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

The first provincial examination that the students will write will be Foundations and Pre-calculus Mathematics 10 at the end of this current semester. The school tested the computer lab for a mock provincial examination to ensure that they will be ready for their first exam.

The team observed records of frequent and varied evaluation and assessment of students' work. There was evidence that students are actively involved in project and group work and examples of this were displayed around the walls of the classrooms. Students were seen to be actively engaged in classroom activities and discussions, or to be on task working on individual assignments. During group work the team observed that the students did much of their discussion in Chinese. The team observed some groups of students making oral reports to their classmates. **The team commends the school for the culture of disciplined learning, which has been established.**

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school issues two formal report cards and two interim reports each semester, which include letter grades, percentages and anecdotal comments. Attendance is indicated on the report card.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The student records were found to be in good order and mostly complete, containing documents pertaining to their admission to the school, copies of passports, and English entrance testing. However the records did not contain copies of the Permanent Record Card (Form 1704) and this could not be printed from their current version of the administrative software. **The School must confirm by February 1, 2012 that all students have Permanent Student Record cards (Form 1704) containing all the Ministry required information.**

26. *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is defined in the Staff Handbook and each teacher is aware of the process. Examination of the teacher files indicates that they contain all the necessary documents required, including verification of the teacher's BC

certification for those who have obtained certification. For BC College of Teachers certified teachers, this evidence is in the form of a printout from the BC College of Teachers webpage that shows the teacher's status and expiry date of certificate. The criminal record check requirement is inherent in the BC certification process for both BC College of Teachers certified and Independent Schools certified teachers. The files at Head Office contain copies of the teacher's contract.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The visiting team spent one day in the school inspecting the Authority's certified British Columbia program at SBS-K. This inspection process included assessing the facilities, grounds and equipment used in the delivery of the educational program. The team also met with the administration of the school and the three classroom teachers to discuss and assess the education program offered to the students enrolled. The team spent a considerable amount of time meeting with the 'head' teacher to verify the day-to-day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The team confirms that the Authority, Sino Bright School, has written the letter that assures the province that it will provide all necessary assistance to graduates with their applications for Canadian study permits. The letter also commits to tracking the careers of the graduates as they complete their post-secondary studies. The team also confirms that the student files include signed copies of the "Consent to Collect, Use and Disclose Personal Information".

C: Report Summary – Commendations and Recommendations

Commendations

The Inspection Team commends the Sino Bright School-Kaifeng for:

- the dedication of administration and staff in the preparation for the school's first Certification Inspection
- the establishment of a culture of disciplined learning
- the integration of Canadian culture beyond the curriculum through extra-curricular activities and theme days.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 1, 2012 (or as otherwise indicated), the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- **Confirm immediately with the Inspector of Independent Schools that no uncertified teachers remain in the classroom.**
- **Develop a growth plan for the school library to enable the library to be used as a learning centre to support classroom instruction.**
- **Confirm that a Letter of exemption has been obtained for Mandarin 10-12, Fine Arts 10, and PE 10 and that course overviews for exempted courses have been translated and reviewed for all the required components and further, confirm that a BC principal is supervising and regularly monitoring the delivery of these course overviews.**
- **Confirm that all students have a current Permanent Record Cards (PR cards Form 1704) that include all information as required by the Office of the Inspector of Independent Schools and Ministry of Education.**
- **Confirm that all teachers have a valid teaching certificate and only teach subjects within the restriction identified on their teacher's certification (Subject-restricted Independent School Certificate).**
- **Confirm the appointment of a contracted on-site principal for Sino Bright School-Kaifeng.**
- **Confirm all student PEN #'s and teacher I-2001 information have been transferred from Sino Bright #25 to SBS-K.**
- **Students must log daily physical activity to meet graduation requirements.**
- **Physical Education course overviews need to be reworked to reflect the three-year completion timelines.**

- **Course overviews must be reviewed to ensure a direct linkage between content and prescribed learning outcomes and that timelines presented in the overview reflect the actual length of the course time allotment.**

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, Sino Bright School – Kaifeng has a follow up inspection before granting Certification Status. It is further recommended that Sino Bright #25 be inspected at that same time especially regarding what appear to be some systemic issues within the Sino Bright schools.

APPENDIX A

SUMMARY OF TEACHER CERTIFICATION

Confirm that all teachers have a valid teaching certificate and only teach subjects within the restriction identified on their teacher's certification (Letter of Authorization)

Teacher's Name:

s.22 no certificate

Offshore British Columbia Graduation Program Candidate Status Report
On the
Sino Bright School – Kaifeng
offered at
Kaifeng QiuShi School Campus
Fameng Chang, Kaifeng City
Henan Province
People’s Republic of China
September 1, 2011

A. Introduction

On September 1, 2011 a review for Candidate Status (the review) was completed on the Sino Bright School-Kaifeng (SBS-K) to be offered at the Kaifeng QiuShi School campus as of September 2011. The purpose of the review was to determine whether the requirements, according to the Candidate Status Agreement, were being met and the preparedness of the SBS-K to meet the requirements of the Certification Status Agreement within 6 months of this review.

The review was undertaken by the Executive Director of International Education, Inspector of Independent Schools, Ed Vanderboom.

The SBS-K operates under the authority of the Sino Bright Education (Lucky 34 Holdings). This school is the 4th school offering a BC Graduation Program, under this authority.

At this time the school has confirmation that 49 students for a grade 10 program will be enrolled on the first day of classes. There is an expectation that more students will enter the program over the first several months.

The SBS-K operates on the 40 acre campus of the Kaifeng QiuShi School which is a private boarding school for over 1000 students in grades 7 - 12. The authority for the QiuShi School also operates 3 other campuses in the surrounding area and serves over 8000 students.

In conducting the review, meetings and discussions were held with staff, school administration, the authority and a representative of the authority for the private QiuShi School.

B. Local Education Bureau Approvals

The authority gave assurance that approval to establish a certified BC program was granted by the Henan Education Bureau on May 4, 2011. A translation of the documentation will be provided by the authority.

C. Facilities

The SBS-K has the use of classrooms on 2 floors of a 4 story wing of the QiuShi School. The school also has the use of computer and science labs as well outdoor sports facilities. Students will be boarding on campus.

The current facilities for use by the SBS-K are adequate to enable the authority to deliver a BC Program to a small number of students in a grade 10 program.

D. Certification of Teachers

The principal of the SBS-K is a certified teacher. Another staff member who will be teaching a non-credit ESL course has applied for certification through the Office of the Inspector of Independent Schools. The authority expects that a third staff member will be hired in the next while. The authority understands that confirmation of BC certification will be required before consideration is given by the BC Ministry to move forward on a certification inspection.

E. BC Agent

The authority has retained the services of Bob Albiston as the BC. Agent.

F. Educational Program

An intake assessment was used to identify students who would be entering the program in September 2011. These students were then enrolled in a 4 week intensive summer ESL program.

In the first semester students will be taking Planning 10, Math 10 and a non-credit ESL course. During the second semester students will be taking Business Education 10, Communications 11 and Science 10. Students will be taking English 10 next year.

There is a good understanding with respect to the requirements for curriculum planning and policy development. Support and assistance will be provided by the BC agent and the administration in the other 3 certified BC programs operating under the same authority.

There was sufficient evident of thorough planning in preparation for the delivery of a BC program.

G. Report Summary

Commendations:

Commendations are hereby extended to:

- the Authority for the operation of the Sino Bright School – Kaifeng for the vision in enabling the start of a 4th BC high school program.
- the administration and staff for their preparation and commitment towards developing a quality program.
- the QiuShi School authority for their support enabling the establishment of a BC program in Kaifeng.

Recommendations:

To facilitate plans for a certification review the Authority for the SBS-K is to provide for the Office of the Inspector of Independent Schools by November 1, 2011;

- a letter from the Henan Education Bureau (and an English translation) confirming agreement to establish a BC certified program at the QiuShi School in Kaifeng, and
- confirmation that all teachers offering courses for BC credit are BC certified.

Summative Recommendation

The designation Candidate Status is hereby awarded to the Authority operating the Sino Bright School – Kaifeng offered at the QiuShi School as of September 2011.

Certification Status Inspection Report

on

Zhenjiang Maple Leaf International High School

Zhenjiang, Jiangsu Province
People's Republic of China

November 24-25, 2011

A. INTRODUCTION

On November 24 and 25, 2011, a Certification Inspection was completed on Zhenjiang Maple Leaf International High School (ZMLIHS) in Zhenjiang, Jiangsu Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* have been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Mary Manton and Beverly Pulyk (chairperson).

The Authority, Maple Leaf Educational Systems (MLES), is responsible for the BC Program. ZMLIHS is the fifth Maple Leaf High School to open in China. In order for the school to open its doors this past September, MLES arranged to rent space from the local public system until the new building for ZMLIHS is constructed. The expected completion date for the new facilities for ZMLIHS is the summer of 2012. The new site is approximately a five minute drive from the current site. **Maple Leaf Educational System is commended for opening the fifth Maple Leaf High School in China.**

As of the inspection date, the school has an enrolment of 43 Grade 10 students. Depending on the student's English language proficiency, the Grade 10 students are enrolled in a complete BC Program or a partial BC Program and partial Language Elective Program (LEP). All students are working towards earning a BC Dogwood certificate. Grade 11 will be offered next September and Grade 12 the year after that. The school hopes to realize 200 students by the end of the year.

The Team would like to thank the ZMLIHS staff for their hospitality and preparedness for the inspection visit. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

The Team met with the BC staff at noon on November 24th to explain the inspection process. Over the two days, team members met with the BC Principal, Chinese Headmaster, Chinese Principal, Superintendent of Schools who is also the BC Agent,

classroom teachers, and students. The Team began the inspection process by meeting the Chinese Headmaster followed by a tour of the facility. The Team then met with school administration; reviewed policies, handbooks, relevant documents, student files, teacher files, system and school website; visited classrooms; and viewed teachers' planning and assessment records and student work. At the conclusion of the inspection, the Team met with the staff to share a brief summary of their observations and findings.

During the course of the inspection, the Team found teachers and students to be friendly with each other and the Team. **The Team wishes to commend staff for the friendly, family atmosphere that exists within the school.**

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

The following is a summary of how the school is meeting the list of requirements contained in *Schedule A of the Offshore School British Columbia Program Certification Status Agreement* in order to receive Certification Status.

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

September 2011 marked the opening of ZMLIHS, the fifth international high school opened operated by the MLES in China. The Team found evidence that ZMLIHS operates within the laws of the country, province, and city. A Candidate Status Inspection was completed on August 30, 2011, and a letter dated September 21, 2011, granted ZMLIHS Candidate Status. The Authority will be applying for Certification Status once it has been in operation for six months.

As noted earlier, ZMLIHS enrolls 43 students in the BC Graduation Program. The school will be hosting grade nine students in the second semester to support them in English Language development before they enter the BC Program. All students live in the dormitories that are located on campus. As noted earlier, administration is projecting an enrollment of 200 students by the end of the school year.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The*

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Province may request such verification documentation at any time during the term of this Agreement.

The Team verifies that the Authority has received approval from the appropriate government offices to operate ZMLIHS. There are letters and certificates on file indicating approval to offer the BC Education Program. The Team viewed the following Chinese documents that were translated into English:

- Certificate for Private Non-enterprise Organization issued by the Zhenjiang Bureau of Civil Affairs (certificate #010058 which expires June 14, 2014)
- Tax Registration Certificate issued by Zhenjiang National and Local Tax Bureau (certificate # 321100511049383)
- PRC Certificate of Organization Code (registration #321100-61808 which expires June 20, 2014)
- PRC School License of Private School issued by Zhenjiang Ministry of Education (certificate #132110030000170 which expires June 16, 2013).

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Ms. Susanne Penner has been appointed by the Authority to act as the BC Agent and Superintendent of Schools for all Maple Leaf International Schools, including any new schools. She also sits on the MLES Board of Directors. A letter from the Province of BC dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all of the requirements set out in paragraph 5 of the Agreement. The Agreement requires the BC Agent to be government approved, a Canadian citizen or landed immigrant, living in Canada and/or travels offshore, fluent in English, has a BC certificate of qualification, knowledgeable of the BC Education K-12 Program, and has the authority to represent and legally commit the Authority in all dealings with the Province.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

As noted earlier, MLES acquired space for ZMLIHS from the local public school system. ZMLIHS has been designated to one section of the building which includes: office for the Chinese Headmaster; Admissions Department room; classroom for the BC Principal, Chinese Principal, and office support staff; staffroom; library/computer work room; and four classrooms. The Chinese Middle School administration allows ZMLIHS access to the small and large auditoriums, computer lab, science lab, gymnasium, outdoor recreation areas, cafeteria, and student dormitories.

Visitors enter the property through a guarded security gate. There is sufficient space available to ZMLIHS for the BC program to operate. The grounds and buildings are maintained by the Chinese school custodial and maintenance staff; students and staff are responsible for keeping the classrooms clean. For the most part, areas in use for ZMLIHS are appropriately furnished and clean.

The Principal has established an effective working relationship with the Principal of the Chinese Middle School; this has allowed ZMLIHS to have access to many areas of the school. **The Team commends the administration of ZMLIHS and MLES for establishing an effective working relationship with the Chinese Middle School which addresses the curriculum and facility requirements to offer a BC Program.**

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority submitted the Inspection Catalogue and I-2001 forms to the BC Ministry of Education as required. The catalogue reflects current school information and practice. The materials/binders that were prepared in advance and available for each Team member upon arrival were greatly appreciated. The submission of other required documents to the Ministry of Education (1701, TRAX data, and provincial exam registration) will take place as soon as the ZMLIHS has been granted Certification Status.

All records and reports are available in English. Through discussion with the Principal and Superintendent, the Team was informed that another Maple Leaf School that uses Web TESS, a WINDSOR data management system, will transmit student data to the Ministry until such time that ZMLIHS has moved into its new building in September of 2012 and has its own system operational.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

Registration forms, published tuition rates and other applicable school fees, including related policies were examined during the inspection. All information is available in both English and Chinese. After reviewing the MLES English website and the school's promotional materials and Chinese website, the Team confirms that claims being made by the school are consistent with the program offerings, student accommodations, facilities, fees and related costs, policies and public statements. The school's English website is in the process of being developed. For a new school that has been in operation for only three months, the school's Chinese website is extensive and

impressive. **The Team wishes to commend ZMLIHS and MLES for the development of this website.**

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule “C”.*

Office personnel stated that the non-refundable application fee was paid to the Ministry on September 19. The Principal and Superintendent informed the Team that the remaining costs and fees as set out in Schedule “C “ will be paid as soon as the school has received Certification Status.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All courses in the Certified BC Program at ZMLIHS are taught in English, with the exception of Mandarin 10. The Mandarin teacher has yet to be hired and administration is aware of the requirement that the teacher must be a locally certified Chinese teacher or a BC certified teacher. The Mandarin 10 course overview will be developed at that time. The Team viewed a letter from the Province, dated December 8, 2010, which provides written exemption for Mandarin 10 to 12 for all MLES schools.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Admission into the BC Program is determined through a standardized process developed by the MLES. The English Language Assessment used at the school was developed by BC certified teachers. The assessment tool includes a listening and reading component with multiple choice response options as well as an oral component. The multiple choice component of the assessment is administered and marked by the school’s Admissions Department. The oral component is graded by a BC certified teacher. Students are also interviewed by the LEP Director and the BC Principal. Depending on the achievement level, students are placed in one of three programs (Foundations, Bridging, or Full BC). Students placed in the Foundations and Bridging Programs are enrolled in two, two-credit BC Program courses (Information Technology, Drama) and a four credit BC Physical Education course. Students in the Foundations Program also take three Language Acquisition courses (Reading and Writing, Grammar, and Communications). Students placed in the Bridging Program

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take a Reading and Writing course as well as an Introduction to Socials course. The remaining students are enrolled full-time in the Grade 10 BC Program. Students in the Foundations Program will be required to pass the Language Acquisition courses to advance to the Bridging Program. Likewise, students in the Bridging Program will be required to pass the Language Acquisition and Introduction to Socials courses to move into the full BC Program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

As noted above, students at ZMLIHS complete the Foundations and/or Bridging Programs before entering the full BC Program. To continue to facilitate English Language Acquisition, all students take Introduction to Literature 10 (a Board/Authority Authorized course), before enrolling in English 10. The same will be true when the students move into Grade 11. The school employs a Language Elective Program (LEP) Director and LEP providers who work with students to improve their command of the English language.

The LEP Director is available for students for additional ESL support. Students in the Foundations Program who are experiencing difficulty progressing in the English courses may be “pulled out” to receive one on one support. If a student is deemed to be ready to move to the next level during a semester then another language assessment test is given. The school has also implemented an English Enhancement Program called *Read to Lead*.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team found the resources at ZMLIHS to be sufficient. A room has been designated for the library. Presently the school has one hundred and sixty-seven English books, sixty-six of which are currently at an appropriate reading level for the present Grade 10 students. The school is awaiting the arrival of three hundred second-hand books that were purchased in Canada this past summer. The library is often used to deliver such clubs as *Read to Lead*, *Yearbook Club*, *Debate Club*, and *Movie Club*. Five computers are available for student use in the library. These computers have internet capability and programs that include *Word/Excel*, *Power Point*, *Scribus*, and *Photoshop*.

A number of program resources are available for the courses offered in Grade 10. The Math program resource is *Pearson Foundations and Pre-Calculus 10*. English resources include the reading series *Crossroads* and *Inside Stories 2*. The Science program resource is *BC Science 10*. Social Studies resources include *Canada Revisited*, *The Spirit of Canada*, *Horizons Canada Moves West*, *the Canadian Oxford School Atlas*, and *the China Daily Newspaper*.

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LCD projectors are available for use in the classrooms and teachers have been resourceful in producing on-line and teacher-generated materials to create power point lessons for the courses offered.

The school has access to a Science Lab in the public school facility and it is equipped to be able to deliver the Grade 10 Science Program.

The school is able to provide Information Technology to its Grade 10 students in one of the public school computer labs. The 47 computers have English capability and computer programs available include *Word/Excel, Power Point, Photoshop, and Adobe Flash*.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal, who has 22 years teaching experience, is in his first year as a principal. He is certified through the BC College of Teachers and possesses a Professional Certificate of Qualification issued under the *Teaching Profession Act*. The role of principal includes school philosophy, liaison with Chinese Headmaster and Principal, administering and supervising the BC Program, day to day operations, staff orientation, master timetable, school calendar, teacher assignments, supervision of instruction, curriculum implementation and monitoring, student assemblies, parent information sessions, staff meetings, discipline, emergency preparedness, submitting resource requirements, and supporting students as required. He is supported by the School Secretary and a LEP Director.

The Principal oversees four BC certified teaching staff as well as the school support personnel. The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement and there is sufficient time allotted for these.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

ZMLIHS employs five teachers (principal included) in the BC Program. All are certified through the BC College of Teachers (BCCT), each with a record on file indicating practising status to June 30, 2012. All teachers have successfully completed a criminal record check by virtue of their certification.

As previously noted, the Mandarin teacher has yet to be hired and the Team was informed the school will be hiring a teacher who is locally certified.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

All teachers who are responsible for delivering the BC Program are appropriately certified. Mandarin 10 is included for credit within the BC Program and will be taught by a locally certified Chinese teacher.

Three of the five teachers are new to MLES. The Principal and Superintendent are well aware of the difficulty in retaining staff in a foreign country. Course overviews from other Maple Leaf schools were provided to new teachers as a starting point for planning.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

Not applicable.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The teachers currently employed at ZMLIHS work directly with the 43 students enrolled. Course overviews, unit and daily plans, assessment records, and report cards were reviewed and determined to be prepared by the BC certified teachers.

Provision for the reporting to parents is covered in section 24 of this report.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
- (b) *the duties of the British Columbia Certified Teacher,*
- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The contracts for teachers have been developed by MLES and the terms and conditions of employment for all MLES teachers meet the requirements established by the Province. Contracts are for two years and can be renewed.

Teacher documents are stored in a binder which is located in the office. The Team verifies that teacher files contain copies of BC Certificates of Qualification and practising status and a signed *Consent to Collect, Use and Disclose Personal Information* form. Contracts are included in the binder, with the exception of two signed contracts. **The Team requires that signed contracts for all teachers be placed in the employees' files at the school.**

Teachers attend a MLES orientation session in Vancouver before they leave for China. This orientation includes receiving information about MLES and living abroad. In addition, the Principal organizes professional development days before school begins; these include a local orientation for new teachers as well as professional development for all teachers. Two additional professional development days are planned during the year. The focus for this year's professional development will include such topics as: an English 10 provincial exam marking session, team building activities, differentiated assessment strategies, and learning communities.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School has 52 computers for student use; there are five in the library and 47 in the computer lab. Each teacher also has a computer. The Team verifies there are printer access, internet capability, and the necessary hardware and software requirements.

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As noted earlier, the school will use the Web TESS data management system from another Maple Leaf school for administrative purposes and will be able to transfer all necessary data to the Province.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The Team reviewed the Policy Manual that MLES has developed for all the BC Program schools within its organization. The Manual covers policies and procedures pertaining to students, staff, and parents and it goes well beyond what is required by the Province.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

ZMLIHS is part of the MLES which presently supports five International High Schools offering the BC Graduation Program. As previously noted, ZMLIHS is presently offering Grade 10 with the intent to expand to Grade 11 in 2012 and Grade 12 in 2013. In reviewing course overview documents and schedules, the Team confirms the number and variety of course offered at ZMLIHS enables students to meet the Grade 10 BC Program requirements. The school day begins at 7:35am and ends at 3:40pm. Each class is 75 minutes long, with five blocks per day, over a five day period. The instructional time more than meets the Ministry time requirements.

Students receive instruction from teachers who are BC certified. The Team confirms through viewing course overviews, unit plans, and daily plans that the teachers plan their programs to meet the prescribed learning outcomes. Students will also receive Mandarin 10 instruction from a locally certified Chinese teacher in the second semester. A Board/Authority Authorized (BAA) course offered is Introduction to Literature 10.

ZMLIHS has implemented a House Team System to develop school spirit and enhance the student's fluency in English. Students are also provided with a variety of extra-curricular opportunities that are implemented to help students increase their fluency in English. These clubs and teams develop many skills in the students that help to enhance their performance both in and out of the classrooms. Extra-curricular programs are offered after school and include a range of interest areas for students.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Not applicable.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

ZMLIHS presently offers Grades 10 and plans to expand to provide the complete Graduation Program to Grade 12 by 2013. The School follows a semester timetable.

Courses offered at the Grade 10 level include: Introduction to Literature 10, English 10, Social Studies 10, Mathematics 10, Science 10, Planning 10, Physical Education 10, Information Technology 10, Drama 10, and Mandarin 10.

With Physical Education being taught in the first semester, the school is required to ensure students will meet the Daily Physical Activity requirements in the second semester.

The school offers one Board/Authority Approved Course (BAA), Introduction to Literature 10. This BAA course has been developed according to the Ministry template as outlined in the document *Board/Authority Course Requirements- Procedures*; it was previously approved for all MLES high schools by a representative of the BC Ministry of Education.

All courses meet the BAA outcomes or the BC Ministry Prescribed Learning Outcomes (PLOs) as presented in the Integrated Resource Packages (IRPs). All courses are taught by BC Certified teachers, with the exception of Mandarin as previously noted.

Grad Transitions is introduced in Planning 10. Several components will be presented in Grade 11 with the bulk of the program being completed in Grade 12.

Administration is aware of the courses that students are required to take in order to enable them to meet the requirements of the *Graduation Program Order* by the end of their Grade 12 year. The Team was assured that there will be sufficient courses offered for students to graduate with a BC Dogwood Certificate.

ZMLIHS offers a dual graduation program. Chinese and BC courses are scheduled within a common timetable. Students are assigned ten courses per year, five per semester. Nine of the courses will be BC authorized. The Chinese courses offered are Chinese Social Studies 10 and Mandarin 10.

When the students move on to Grade 11 and 12, they will take Chinese Social Studies 11 and 12, Chinese Politics 11, and Mandarin 11 and 12. Chinese education authorities recognize some of the BC courses for credit and the BC Ministry of Education recognizes Mandarin for credit.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews were reviewed by the Team. The overviews for the first semester courses (Information Technology, Drama, Math, Introduction to Literature, and Physical Education) were developed by the ZMLIHS teachers and in most cases contain a time frame, content, planning for assessment (teaching strategies/learning activities), achievement indicators (assessment and evaluation) and linkage to the prescribed learning outcomes. Course overviews for the second semester (Science, Planning, Social Studies) were samples from other Maple Leaf high schools and the ZMLIHS teachers plan to adapt these overviews for their use. The course overview for Mandarin, which will be taught in the second semester, has yet to be developed. **The Team recommends that ZMLIHS further develops the course overviews in all subjects and ensures there is bridging from course overviews to unit and daily plans in order to clearly indicate the prescribed learning outcomes are being taught.**

Course overviews, unit plans, and daily planning indicate a variety of teaching strategies and learning activities for the courses offered in the first semester. The Team observed teachers providing direct instruction to individuals as well as to small and large groups. Students were seen reading, reviewing, representing, sharing, discussing, brainstorming, and demonstrating.

Assessments include rubrics, self and peer-evaluation, quizzes, tests, homework checks, and class participation. Observation of student work and classroom displays provides evidence that the content is being taught and that the prescribed learning outcomes from the BC curriculum are being met.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that*

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are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

Through classroom visits and observation of student work and teacher records, the Team confirms that the teachers of ZMLIHS are providing appropriate assessments that demonstrate student progress in intellectual, human, social, and career development.

As previously noted, the Team confirms that students will be registered to write the required provincial exams. The school is prepared to administer electronic provincial examinations. Exams will be invigilated by BC certified teachers and marking sessions are planned for as required.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school reports to parents formally four times a year and informally four times. **The school is to be commended for its frequency of reporting to parents to keep them abreast of their child's progress.**

The comments on student progress reports are printed in English and Chinese. Report cards are posted on a secure website which students and parents can access through a protected password. The school encourages parents to come to the school to meet with teachers; a Chinese translator is provided if required.

On all report cards, the school is required to indicate whether the students are meeting the DPA requirements.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The Team verified that Student Records exist for each student in the BC Program. The files, stored in a binder in the administration office, include the students' demographic information, Permanent Records (1704 forms), report cards, and signed *Consent to Collect, Use and Disclose Personal Information* forms. The English Assessment scores are stored as a hard copy with the Admissions Office. Report cards are also stored

electronically. **The Team requires that the school store the student files in a secure location.**

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

According to MLES policy, teachers are to be evaluated by the Principal in year one and every four years thereafter. The Principal indicates he has plans in place to begin the evaluation process for the teachers. As a Vice-principal last year, he evaluated teachers and is knowledgeable of the process required. The Team confirmed that the Principal will be evaluated by the Superintendent. Staff members who were employed at other Maple Leaf schools have been evaluated by the previous school.

Teacher files are stored in a binder located in the office. These files include each teacher's certificate, signed *Consent to Collect, Use and Disclose Personal Information* form, and verification of practising status. **The Team requires that the school store the teacher files in a secure location.**

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team completed the annual on-site inspection of ZMLIHS as required. The facility, grounds, and equipment were inspected in conjunction with the delivery of the BC Graduation Program. This included an inspection of records, files, documents, handbooks, policies, operations and operational structure, student achievement, as well as classroom planning and practice. The purpose of the inspection was to verify that certification requirements are being met in order to ensure the BC Program's continuity and sustainability.

It is the opinion of the Team that the Authority and the school have been successful in this endeavor.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The BC Agent wrote a letter to the Province on November 9, 2010, indicating that all Maple Leaf Schools will provide assistance to graduating students with respect to applications for Canadian study permits and will track graduates' post-secondary careers in accordance with the Province's directions.

As noted earlier, the Province's form entitled *Consent to Collect, Use and Disclose Personal Information* have been completed by all students as required.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, principal and staff of Zhenjiang Maple Leaf International High School on the following:

- **To Maple Leaf Educational System for opening its fifth Maple Leaf High School in China.**
- **To the administration of ZMLIHS and MLES for establishing an effective working relationship which addresses the curriculum and facility needs to offer a BC Program.**
- **To ZMLIHS and MLES for the development of the impressive Chinese website available to parents, in light of being a new school that has only been in operation for three months.**
- **To the staff for the friendly, family atmosphere that exists within the school.**
- **To the principal and staff for the frequency of reporting to parents to keep them abreast of their child's progress.**

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

*Offshore Certification Inspection Report – November 24-25, 2011
Zhenjiang Maple Leaf International High School*

- **That signed contracts for all teachers be placed in the employees' files at the school.**
- **With Physical Education being taught in the first semester, ensure the students will meet the Daily Physical Activity requirements in the second semester.**
- **Indicate on the report cards whether the students are meeting the DPA requirements.**
- **Storage of the student and teacher files in a secure location.**
- **Further develop the course overviews in all subjects and ensure there is bridging from course overviews to unit and daily plans in order to clearly indicate the prescribed learning outcomes are being taught.**

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Zhenjiang Maple Leaf International High School be recognized as a British Columbia Certified Program.

Certification Status Inspection Report

British Columbia Program

at

Nanjing Foreign Language School - British Columbia Academy

Nanjing, Jiangsu Province, People's Republic of China

October 11-12, 2012

A. INTRODUCTION

On October 11th and 12th, 2012, a Certification Inspection was completed on Nanjing Foreign Language School - British Columbia Academy (NFLS-BCA) in Nanjing, Jiangsu Province, Peoples Republic of China, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement* (the Agreement). The inspection team (the Team), appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Claudio Morelli and Raymond Sutton. Mr. Sutton chaired the Team.

The School's BC Program has an enrolment of 293 students, in Grades 10-12. The BC Program is housed within the Nanjing Foreign Language School (NFLS). The entire School, which houses the BC Program, enrolls over 4,000 students 3,000 of whom are on the main campus where the BC Program is housed.

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with the School's Authority, the Offshore Representative, BC Principal and the BC Teachers.

The Authority, Nanjing Foreign Language School, is responsible for the BC Program. In addition they operate two other international programs; an IB program and a Cambridge "A level" program. The Authority has contracted with the Dipont Education Management Group (Dipont), a Chinese educational services company that focuses on the delivery of overseas curricula to Chinese students, to assist them in the delivery of the international programs. At present Dipont is responsible for international teacher recruitment for NFLS including recruitment for the BC Program.

To quote from the NFLS-BCA literature; "The mission of the BC Program is to enable students to become well rounded, global citizens and, at the same time, to enhance Nanjing Foreign Language School - British Columbia Academy
BC Offshore School Program – October 2012

their academic and English language skills. Further the program strives to ensure each student becomes a creative, responsible young adult....who is appropriately prepared for post-secondary education.”

During their short time at the School the Team noted the commitment of the staff to achieving their stated mission.

The Team would like to thank Nanjing Foreign Language School and the British Columbia Academy for its hospitality, cooperation and efforts that had been made to prepare for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Nanjing Foreign Language School - British Columbia Academy's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the “Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A” is printed below in *bold italics* with the Team's observations underneath each requirement.

1. ***The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***
2. ***The Authority, subject to the prior written approval from the Province, must:***
 - (a) ***Operate the School in accordance with the laws of the country, province, and city where it is located; and***
 - (b) ***Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) ***Received verification from the Province that Candidate Status has been granted dated in the current school year or in the immediately proceeding school year; or that Certification has been granted for the current school year.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

3. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for***

education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of the Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.***

The Province confirmed to the Team that the present Offshore Representative meets all the requirements set out in the Agreement.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The School program is spread over a number of buildings on the campus of NFLS. The BC Program is based in a two story building which houses seven classrooms, a library, a large lecture hall, staffroom, principal's office, administration offices and support areas. In two adjacent buildings the School has the use of 10 classrooms, a computer lab and two science labs. The BC Program makes use of NFLS's all-weather track and field, outdoor basketball and volleyball courts and the gymnasium complex.

The classrooms are spacious, in good condition and well equipped for the use of technology in instruction.

- 6. The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

Last year the School changed from TESS to Maplewood as their operating system. This has not been an easy transition and the School is still trying to get all the data transferred from TESS into the new system. Upon checking all requested data has been transferred to the Ministry. During the time of the inspection visit the School received a message from the BC Ministry of Education stating that their 1701 had not been received. The Team were shown an email from the Ministry, dated before the deadline, acknowledgement the successful transfer of the 1701 data. The School is working with the Ministry to resolve the situation.

The Principal is new to the School this year, as is the Offshore Representative as a consequence the initial Inspection Catalogue was incomplete. A revised, updated catalogue was sent to the Ministry and copies were made available to the Team.

- 7. The Authority's Certified British Columbia Program, Student accommodation, facilities, students fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.**

The Team was able to establish that the information contained in the School's promotional material was consistent with the School's practices. Items such as tuition and refunds are controlled by the Nanjing Bureau of Education who have policies in place that cover all schools under the city's authority.

- 8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.**

The Certified British Columbia Program offered at NFLS-BCA is taught in English except for Mandarin 10, Mandarin 11, Mandarin 12, Physical Education 11 and Physical Education 12. These courses have been exempted in writing by the Director of International Education for the BC Ministry of Education.

- 9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.**

The Team confirms that all students enrolled in NFLS-BCA have completed an English Language Assessment approved by the School Principal and administered and assessed by BC certified teachers. The two part exam consists of a reading and writing section and a listening and speaking component that requires students to be interviewed by a native English speaker who assesses the oral conversation using a standardized rubric.

Although the School relies primarily on the results of the English Language Assessment they do take into consideration the student's Zhong Kao scores and the results of a background check completed by the NFLS administration. The School has made positive efforts to refine its admission processes with a view to ensuring that students admitted have a high probability for successful participation and completion in the BCA Program.

10. The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.

All students accepted for admission into the BCA Program meet the established entrance exam criteria.

Once enrolled in the program, extensive support for English language acquisition is provided through the English and Speech and Language Communication classes offered to all students. Students at all grade levels receive two additional 50-minute periods of Speech Communications per week. These support classes follow the English grade level curriculum with emphasis on improving pronunciation, fluency and confidence in English. Vocabulary acquisition is also a part of the instruction in all subject areas and is integrated throughout subject specific course overviews. All English courses are given double-time within the timetable. At risk students receive personal support from the Academic Support Coordinator and, if necessary, an individualized learning plan is created which includes tutoring for students.

A number of clubs offer additional ELL support for students through less structured, interest-based learning opportunities. These teacher-sponsored clubs give students additional confidence in conversational English through activities such as sports, music, and service.

Students complete a co-curricular transcript to track and standardize student involvement outside of the classroom. This official record, verified by the School, documents and highlights co-curricular experiences which can then be included when applying to universities and for scholarships.

The Team commends the School for its multi-faceted and creative approach to offering and supporting language acquisition for students. The Speech Communications/English double blocking model is a best practice that has benefitted the school and is generating successful results.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The Team verifies that students have access to and are supplied with educational resources including current textbooks, support and reference material. The School continues to acquire additional learning resources through requests from teachers to the Principal. Resources are ordered in a timely manner to ensure preparedness for the new school year. Textbooks are stored in and distributed through the library while teacher resources are located in the teaching offices.

The School has an English library with a good collection of fiction resources and materials and a small number of non-fiction resources. Students have access to popular magazines and access is provided to on line non-fiction resources through wireless and dedicated line internet access. The library is accessible during class time and also following regularly scheduled classes. There is an open library schedule with teachers scheduling time with the librarian clerk to have students visit the library.

The Team observed students utilizing the technology and the majority of the teaching staff use a variety of methods of instruction that integrate educational resources and classroom technologies such as DVD players, televisions, LCD projectors, white boards and laptops.

The School has committed to increasing its fiction, non-fiction and reference print and online resources although a development plan for the library and technology resource area is not in place.

The Team suggests that the School begin a process of review and planning to further enhance the library and technology program.

- 12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The Principal does not hold BC certification nor has he taught in BC. He is an experienced educator with 35 years of teaching experience; 22 of which have been in administration. He has taught in Newfoundland, Manitoba, New Brunswick and China and holds certification from Newfoundland and Manitoba. He has applied to the TRB for certification but all his documentation has not yet been received by the TRB. He has been informed, as has the Offshore Representative that he is ineligible to serve as the Principal of NFLS-BCA.

The Principal has been delegated the necessary authority to fulfill his functions. In the short time he has been at the School the Principal has developed a positive working relationship with the Authority and the leadership of NFLS.

The School must provide the Director of International Education with a plan for ensuring that the Principal in the BC Program is BC certified.

- 13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct***

appropriate background checks as required to ensure good character and fitness to be a teacher.

The responsibility for hiring international staff is the responsibility of Dipont who consult with the Offshore Representative in the process. Based on Dipont's hiring policy background checks are conducted on all teachers prior to hiring but exactly what this consists of could not be determined.

The Team could not establish whether criminal record checks had been completed on the non BC certified staff. The Principal thought that Dipont may have conducted criminal record checks as part of their recruitment process and indicated he would check with them.

The School is required to ensure that criminal record checks are in place for all staff and to inform the Director of International Education by December 15 that this has been done.

14. The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.

As noted below a number of teachers at NFLS-BCA are not BC certified. The problem appears to have been that Dipont, the educational service provider, did not take into account the need for teachers to be BC certified when offering contracts and the fact the Offshore Representative was new and did not assume responsibility until late August 2012.

The Authority is advised that it must ensure that only BC certified teachers deliver the BC curriculum and that hiring must occur to allow sufficient time for teachers to apply and have received a BC Certificate of Qualification prior by the first day of school in September in upcoming years.

Summary of non BC certified teachers:

S. 22

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The School must provide the Director of International Education with a plan for ensuring all teachers in the BC Program are BC certified by November 15, 2012.

The Team suggests the Offshore Representative be involved in the teacher hiring process at an earlier stage in order to ensure that prospective candidates are either BC certified or apply for BC certification prior to their teaching commences.

- 15. *The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to***

parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.

The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or, in the case of the approved exemptions, by the locally certified teachers.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:***
- (a) hours of work,***
 - (b) the duties of the British Columbia Certified Teacher,***
 - (c) the teaching assignment,***
 - (d) accommodation provided or available,***
 - (e) length of school day,***
 - (f) length of School Year,***
 - (g) salary and benefits,***
 - (h) travel arrangements,***
 - (i) medical expenses,***
 - (j) applicable work permits.***

The contract of employment signed by the teachers outlines very clearly all the conditions of employment including all of the above items.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.***

The Province informed the Team that it has no compliance-related issues with the School regarding this standard.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation***

of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.

The Team reviewed a number of documents including a Staff Handbook and a Parent-Student Handbook which specifically outline the policies and procedures related to the provision of the BC Program. Graduation Program requirements, student admission, student discipline and reporting to parents are examples of pertinent policies detailed in the parent/student handbook. A comprehensive and detailed Staff Handbook is provided to and reviewed with all staff. The handbook provides information on conditions of employment, staff meeting schedules, teacher evaluation processes, reporting student progress to parents, planning for instruction and assessment expectations.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.***

The Team confirms that the BC Program exceeds the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The NFLS-BCA Program offers courses on a linear schedule with a maximum of 9 periods per day. Students begin their day at 7:45 am and complete the day at 5:00 pm. Most courses receive the equivalent of four blocks per week with Grade 10 to 12 English classes receiving a double block with eight periods of English classes scheduled per week. In addition, all BCA students receive two 50 minute periods of Speech Communication instruction per week.

The Team confirms that following a review of teacher planning and classroom visits that the implementation of additional instructional support for English Language Learning is visibly benefitting student results.

- 20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.***

N/A

- 21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified***

in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

The School is offering a wide variety and number of core and elective courses to provide a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in the Graduation Program Order enacted under the School Act. The Team notes that the School has the necessary strategies and structures in place to support the Graduation Program, including the delivery of full courses in Planning 10 and Graduation Transitions 11 and 12. In addition, Daily Physical Education requirements are being exceeded at the Grade 10 level and both Grade 11 and 12 students are required to attend Physical Education classes to assist in meeting their requirements for Daily Physical Education. Post-secondary education advising has and will continue to be provided throughout the school year.

The School has received permission in writing to exempt Mandarin 10, 11, 12 and PE 11 and 12 by the Ministry of Education.

22. *The Authority must:*

- (a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) ensure that no significant discrepancies between school grades and provincial exams results occur; and***
- (c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program. N/A***

The Team reviewed course overviews for each course in the BCA Program and commends the School for the completion of detailed and comprehensive course overviews that included content, planning for teaching strategies, assessment indicators and links to the prescribed curricular learning outcomes. Classroom visitations confirmed the implementation of planning as outlined in the course overviews and daybooks.

Initiatives to reduce significant discrepancies between school and exam marks have been implemented. NFLS-BCA staff analyse and discuss the provincial examination results leading to goal setting and the implementing of strategies. This has led to strategies such as developing common assessments, communications classes, the English only policy, academic support for at risk students with individual learning programs and a Tutor Club where students assist students

academically have all continued. This has resulted in the differences between the School mark and the exam mark being within a reasonable range.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with this Schedule.

Through classroom visits, observations of student work, reviewing the teachers' record of marks and course overviews the Team confirms that the staff of the Certified BC Program are providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. Students are registered and write all required Provincial Examinations as per the BC School Act and are strictly supervised, invigilated and assessed by BC teachers.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.

Student report cards are distributed to parents four times per year. The BCA program also holds three parent-teacher conferences to allow parents to discuss student progress with teachers. Report cards include letter grades, examination results, attendance and attitude marks. Anecdotal comments are also included and are translated into Mandarin to ensure understanding by parents. Parents are also able to meet with teaching staff at other times and the Chinese homeroom teachers regularly communicate with parents regarding specific student issues.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

The Team reviewed the student records and found them to be complete and up to date. Medical alerts are indicated by a medical note attached to the 1704

identifying the problem and actions to be taken. The secretary is taking steps to ensure that the “Medical alert” box on the 1704 is also checked.

The files are stored in a fire proof cabinet and backed up electronically using the Maplewood management software. All student files include a signed “Consent to Collect, Use and Disclose Personal Information” forms.

- 26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons’ files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.**

The School has in place an evaluation policy for the teachers and principal. According to the policy teachers are evaluated annually by the Principal. There was little evidence in the teacher’s files of past evaluations. The Principal is evaluated by the Offshore Representative. The Principal stated he was planning to evaluate all teachers this year.

Teacher files were very incomplete. In part this could be attributed to the system in which Dipont has taken on the role of key recruiting agency. The Team was informed that Dipont keeps the teacher’s files at their office in Shanghai. In very few cases was there evidence on file at the School of teacher qualification, certification and criminal record checks. Most files did contain a current contract of employment.

The School is required to ensure the teacher files are updated to contain copies of BC certification, satisfactory criminal record checks, current contracts, evaluation reports and “Consent to Collect, Use and Disclose Personal Information” forms.

- 27. The Authority’s Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority’s facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure**

continuity and sustainability of the delivery of a Certified British Columbia Program.

The Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering the Certified BC Program and reviewed records, administration, operations, teacher certification and student achievement. All items have been inspected to determine if the School meets the requirements of the Agreement for the certification of the BC Program and to ensure continuity and sustainability for the delivery of the program.

- 28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.***

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Nanjing Foreign Language School – British Columbia Academy and commends them for:

- The School's multi-faceted and creative approach to offering and supporting language acquisition for students. The Speech Communications/English double blocking model is a best practice that has benefitted the School and is generating successful results.

Requirements

In order to meet the requirements of the *Offshore School British Columbia Program Candidate/Certification Status Agreement*, the Team requires that by the dates indicated below, the Authority provide the Director of International Education, responsible for BC Offshore School Programs, with a plan and timeline for proposed implementation of the following items:

- The School must provide the Director of International Education with a plan for ensuring that the Principal in the BC Program is BC certified by November 30, 2012, including confirmation that certification has been acquired.
- The School must provide the Director of International Education with a plan for ensuring all teachers in the BC Program are BC certified by November 30, 2012 including confirmation that certification has been acquired. The issue of non-certified teachers must be addressed immediately and is considered a serious concern by the Ministry of Education. The Authority is advised that it must ensure that only BC certified teachers deliver the BC curriculum and that hiring must occur to allow sufficient time for teachers to apply and have received a BC Certificate of Qualification prior by the first day of school in September in upcoming years.
- The School is required to ensure that criminal record checks are in place for all staff and to inform the Director of International Education by December 15, 2012 that this has been done.
- The School is required to ensure the teacher files are updated to contain copies of BC certification, satisfactory criminal record checks, current contracts, evaluation reports and “Consent to Collect, Use and Disclose Personal Information” forms and to inform the Director of International Education by December 15, 2012 that this has been done.

Suggestions

The Inspection Team encourages the Authority and School to consider:

- The Team suggests that the School begin a process of review and planning to further enhance the library and technology program.
- The Team suggests the Offshore Representative be involved in the teacher hiring process at an earlier stage in order to ensure that prospective candidates are either BC certified or apply for BC certification prior to their teaching commences.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Nanjing Foreign Language School – British Columbia Academy be recognized as a British Columbia Certified Program.



Ministry of Education
International Education Branch
Telephone: (250) 356-1404

Offshore School Program
Inspection Report
REPORT COVER SHEET
2012/2013

A. School Information

NAME OF SCHOOL Nanjing Foreign Language School – British Columbia Academy	
ADDRESS OF SCHOOL 30 East Beijing Road	SCHOOL MINISTRY CODE (if applicable)
CITY Nanjing, Jiangsu PR China	POSTAL CODE 210008
NAME OF AUTHORITY Nanjing Foreign Language School	

B. Type of inspection:

☐ Candidate Status

☒ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Claudio Morelli

Raymond Sutton

Date of Inspection Visit:

Certification Status Inspection Report

Nanjing Foreign Language School – British Columbia Academy

Nanjing City, Jiangsu Province
People's Republic of China
December 1 & 2, 2011

A. INTRODUCTION

On December 1 and 2, 2011 a Certification Status Inspection was completed on the British Columbia (BC) Graduation Program offered at the Nanjing Foreign Language School – British Columbia Academy (NFLS-BCA or the School) as of September 2011. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* (the Agreement) had been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mrs. Terry Kooy and Mr. Ed Noot (chair).

The School has an enrolment of 315 students, 100 in Grade 10, 101 in Grade 11 and 114 in Grade 12.

The NFLS-BCA operates under the authority of the Nanjing Foreign Language School. A certified BC Program, Grand Canadian Academy (GCA), was offered at the same location since September 2004 under a different Authority. The previous Authority terminated its Offshore Agreement with the BC Ministry of Education as of June 30, 2011. The NFLS applied for Authority of the school and was selected to begin the certification process. On August 31, 2011 the School was granted Candidate Status after a review was conducted. This inspection will determine the initial certification under the new Authority. **The School is commended for managing this change in Authority so smoothly.**

The Team met with the Principal, the Superintendent, teachers and support staff, visited classrooms and facilities and reviewed course overviews and documentation. On the first day the Team met with staff and explained the purpose of the visit and on the last day reported out to the administration and staff before leaving the school.

The Team would like to thank all associated with NFLS-BCA for the preparation that was done prior to the visit and for the hospitality shown the Team during their time at the school.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*

- (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

Documentation is on file showing the school was started in September, 2002 under the name Greenwood Academy and that the name was officially changed to Nanjing Grand Canadian Academy in July 2004. The recent change in Authority and school name is noted in section 1 above.

Candidate Status has been granted under the new Authority. This inspection represents the initial certification inspection under the Authority of the NFLS.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

Originals and translations of documents are on file from the Education Bureau of Jiangsu Province and the Nanjing Education Office authorizing the operation of the school. The Memorandum of Understanding between the BC Ministry of Education and the Jiangsu Provincial Education Bureau, People's Republic of China, was signed in March 2004.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Rob Scarr is appointed by the Authority as the British Columbia Agent for NFLS-BCA. The BC Agent has been approved by the Province and fully meets all of the requirements set out in paragraph 5 of the Certification Status Agreement.

The NFLS has contracted the services of Dipont Education as a Service Provider. Dipont Education works with the Authority and the BC Agent to coordinate a variety of services to NFLS-BCA.

- 4 *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The BC Program occupies space on the campus of NFLS which is situated in the heart of the city of Nanjing. The total enrolment of NFLS is approximately 3,000 students. The campus consists of six academic buildings, a cafeteria building, dormitories and a gymnasium. The gymnasium building includes a well equipped exercise room and an extensive area set aside for table tennis. The campus also has an all weather sports field, a synthetic athletic track and all weather basketball, tennis and volleyball courts.

The main building occupied by NFLS-BCA consists of two floors and includes a lobby, seven classrooms, a library, a large lecture hall, offices, washrooms and storage. In

addition in an adjacent building NFLS-BCA has use of ten classrooms, a meeting room, an art room, science labs, a computer lab and staff room. Use of common space such as the gymnasium and sports fields and additional meeting rooms is coordinated with NFLS. This appears to be working well for both schools.

The classrooms are adequate in size and well lit. They are equipped with LCD projectors and audio visual equipment. Each teacher is provided with a lap top computer and many use tablet technology in their classrooms.

The Team concluded the facilities and equipment are entirely suitable for delivery of the BC Graduation Program.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Inspection Catalogue, along with all other required documentation for the Certification Inspection was provided in a timely manner. The Catalogue was thoroughly completed. The School has not yet submitted student or teacher data to the BC MoE; as they are going through a re-certification process they are currently without a school code. Upon the successful completion of this Certification Inspection the school will use the Maplewood school administration software to register their students with the MoE, thereby receiving PEN numbers. The Team is confident that the school will submit all required information to the MoE – 1701, I-2001, TRAX and exam registrations – in a timely fashion.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team reviewed printed promotional materials and the website that advertise the school and its programs. These materials accurately reflect the school's educational and instructional offerings, as well as administrative items such as tuition refunds (the refund policy is set by NFLS), student permit applications, etc. The promotional brochures, pamphlets and booklets are attractively published in both English and Chinese and are easy to read. The Team finds no discrepancy between the printed advertising materials and the actual programs offered.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The School Authority has paid all fees that are due, including the initial application fee and the inspection fees, and is committed to paying future fees as outlined in Schedule C.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Team verifies that all courses are taught in English except for the elective courses of Mandarin 10, 11 and 12, and Physical Education 11 and 12.

Recommendation: That the School apply to the OIS for course exemptions under the new Authority.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The BCA as part of NFLS, continues to be included in the 4-star category by the Jiangsu Provincial Board of Education. Students admitted to BCA are among those who meet the minimum 420 zhong kao (high school entrance exam) score requirements for a 4-star school. In addition, a two-part English entrance exam is administered. Part one includes a reading and writing component. Part two, listening and speaking, is composed of an interview with a native English speaker who assesses the conversation using a standardized rubric. Sixty percent of BCA admissions are from within the NFLS. The remainder is from outside the NFLS community. There is a similar language assessment administered to these candidates. Finally, a background check is completed by the NFLS administration after the English exam results are released. The BCA administration then receives the list of new, incoming students. It appears that some students are admitted outside of the process articulated above.

In a most comprehensive English Language Task Force Report from August 2010, the administration and teaching staff of BCA recommended a “committee be struck to discuss, develop and refine the testing and admissions system.” The Team supports this sentiment.

Recommendation: That the School continues to refine student admission practices to ensure admission of students who have the requisite skills to succeed in the BC Program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

NFLS-BCA offers an extensive program of English acquisition support for all students. Students at all grade levels receive two additional 50-minute periods of Speech Communications per week. These support classes follow the English grade level curriculum with emphasis on improving pronunciation, fluency and confidence in English.

The verbal focus in a small group fosters a positive, encouraging atmosphere for developing a love of learning English.

In addition, BCA has added SRA Reading Lab components into English 10 – 12 for ongoing testing and tracking of students' English reading progress. Vocabulary acquisition is also an essential part of the instruction in all subject areas and is integrated throughout subject specific course overviews. Vocabulary acquisition is evident in daily lesson plans, teaching strategies and classroom bulletin boards across curricular subjects. Cross-curricular initiatives help improve student's English levels; for example in Math the novel *The Number Devil* is introduced and aligned to the Math curriculum.

All English courses are given double-time within the timetable. BCA continues to actively support an 'English Only' policy in classrooms. There is follow up for ignoring this classroom expectation. Student survey results support the importance of English only classrooms. At risk students receive personal support from the Academic Support Coordinator and an individualized learning plan is created if necessary to provide tutoring for students. There is student-to-student support through a teacher-sponsored Tutor Club.

"Words of the Week" is a cooperative, cross-curricular initiative focusing on systematically enhancing English vocabulary across all grades. It is well supported by staff throughout the school.

BCA registered clubs offer additional ESL support for students through less structured, interest-based learning opportunities. Approximately 50 teacher-sponsored clubs give all students additional confidence in conversational English through such activities as a variety of sports, music, service, ecology, outdoor education, photography etc. Student leaders are co-sponsors with faculty sponsors. BCA awards a cross-curricular diploma that outlines all the activities in which the student has been involved, and includes a description of the specific level of involvement. This document is designed to benefit the student when applying to colleges and universities for entry and scholarships.

The Team highly commends the school for its creative and intentional approach to supporting language acquisition for its students through: the Speech Communications Program; emphasis on teaching English in all subject areas; and, the extensive and creative Club Program offered to students.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team confirms that students have current textbooks, support materials and English dictionaries. The School continues to acquire additional learning resources through requests from departments to the Principal. Resources are ordered in a timely manner to ensure curricular preparedness for the coming school year. Teachers use a variety of methods of instruction that integrate classroom technologies DVD players, televisions, LCD projectors, and white boards. Each teacher has a new Sony laptop computer that is provided by the school.

NFLS-BCA has a dedicated English Library with a growing inventory of fiction, non-fiction, research materials, periodicals, newspapers and several computers with Internet accessibility for student use. The Librarian facilitates textbook orders for BCA.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal of the School holds a BC College of Teachers (BCCT) certificate. He is in his fifth year of teaching and his second year as the Principal. The majority of his educational experience has been at NFLS-BCA. The Principal teaches one course, leaving 90% of his time to administer the school.

The Principal has a detailed job description (in his contract) which indicates he is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education. He works closely with the Superintendent in all matters related to the onsite operation of the school. They have developed a very positive working relationship with the head and staff of NFLS. The Principal is assisted by a vice principal and a number of department heads.

The School is to be commended for the strong and positive relationship between the Chinese and BC administrative staff.

The Team further commends the administration of NFLS-BCA for ample evidence of impressive strategic analysis and planning to advance programs and enhance student achievement.

The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Certification Agreement.

13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.BC 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

The Team examined the files and confirms that criminal record checks have been completed for some support staff and the 19 teachers employed to teach in the BC Graduation Program at NFLS-BCA. A letter is on file signed by the head of the NFLS confirming that all Chinese teachers working in the school have had appropriate background checks to verify they are of good character and fit to be teachers.

Recommendation: that the School provides copies of completed criminal records checks, or equivalent, on staff members as listed in Appendix A to the OIIS no later than February 15, 2012.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

There are nineteen teachers, including the Principal, in the BC program. Twelve hold valid certification through the BCCT. Six hold valid certification through the OIIS and one is teaching on a Letter of Authorization issued by the OIIS.

The School commenced operation in 2004 and has successfully transitioned through two changes in Authority. The School has a strong history of staff continuity, with only 3 of the current 19 teachers new this year.

An orientation to living in China, the offshore program and teaching second language learners is provided to staff upon arrival in China.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

NFLS-BCA offers only the Graduation Program.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that all planning, provision of instruction, student evaluation and reporting out of student progress to parents or legal guardians are the responsibilities of BC certified teachers. The exceptions include Mandarin 10, 11, 12 and Physical Education 11 and 12. Locally certified Chinese teachers plan, deliver, assess and report out on these previously exempted courses – under the supervision of the Principal.

The team recommends that BCA report out on individual student accomplishments in meeting the Daily Physical Activity as required by the BC Ministry of Education.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*

- A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *an estimate of the cost of living in the area where the School is located;*
 - (f) *length of school day,*
 - (g) *length of School Year,*
 - (h) *salary and benefits, and*
 - (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*

- B. *For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:*
 - (a) *the duties of the British Columbia Certified Teacher, and*
 - (b) *the teaching assignment,*

The Team reviewed the contract which contains details that outline the employment terms and hours of work, job description and authority, compensation and benefits, probation period, and notice of termination of employment, etc. The contract is written in a very clear format.

An excellent Teacher Handbook contains valuable information for Canadian teachers to live and work in China.

- 17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School has a dedicated computer lab for the use of BCA students. Additional computer labs may be scheduled for use during provincial electronic exam sessions. The Team confirms that BCA meets the current technology requirements for Internet connectivity, computer hardware and software and printer capabilities to ensure all aspects of the BC Graduation program are met. The School will be using Maplewood, upon certification, as its administrative software to produce and manage the required Ministry of Education data files.

The computer lab is used for Applied Digital Communications 12, general student research and assignment preparation as well as writing provincial exams. A team of six NFLS computer technology staff maintains the BCA computer lab.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has developed a comprehensive set of handbooks for parents, students and staff members that outline policies and procedures. The Parent-Student Handbook is available in both English and Chinese. Policies include: admissions, student discipline, bullying, sexual harassment, student evaluation, substance abuse, reporting of child abuse, copyright guidelines, Internet use, etc.

Conditions of employment, job descriptions, evaluations and the like are covered within the contract and the Staff Handbook.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act, and enactments referred to in that order as such as are applicable to the Classes of Certification held by the Authority.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4-credit courses. The Team confirms that the BC Program meets (and exceeds for English) the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

NFLS-BCA offers courses on a linear schedule with a maximum of 9 periods per day. Students begin their day at 7:45 am. Each period is 50 minutes in length with 10 minute travel time between classes. A lunch period is scheduled between periods 4 and 5. Most courses receive the equivalent of four 50-minute blocks per week. Double time is given to the English courses at all grade levels with the main focus of this extra time being given to oral language acquisition. The instructional time exceeds the BC Graduation Program requirements for the individual courses and NFLS-BCA students qualify for a BC Dogwood Diploma as well as a Chinese high school diploma.

A review of long and short term teacher planning, including classroom visits, confirms that students are engaged in daily instruction in English. Daily lesson plans align with course overview timeline expectations. Teachers readily use classroom technologies such as laptop computers, projectors, Internet resources and specialty classrooms (i.e. science labs and art room) to effectively deliver the BC curriculum. Many cross-curricular (club) opportunities are mentioned in Section 10.

Classroom atmosphere throughout the School reflects the BCA values of "safety and security; positive learning environment; respect; encouragement; accountability, critical thinking; creativity; academic integrity and enjoyment of teaching and learning."

The Team commends the teachers, students and support staff of BCA for the positive and encouraging interactions evident among the School community.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act.*

NFLS-BCA offers only the BC Graduation Program.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the **Ministerial Order 302/04, the Graduation Program Order** enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.*

NFLS-BCA offers a sufficient number and variety of courses to enable students to meet all the requirements for BC graduation with students receiving credits through exempted courses that include Mandarin 10, 11 and 12 and PE 11 and 12. Note: the School is applying for course exemptions under the current Authority.

Teachers intentionally plan initiatives in every curricular subject to enhance students' language acquisition. "Words of the Week" posters are found in nearly every classroom. Teachers in all subject areas include oral presentations and written responses as part of their curricular learning experiences.

The provincial examination results are reviewed annually and strategic goals are established. Initiatives to address school and exam marks and to reduce significant discrepancies between them include the English only policy, Speech Communications classes, academic support for at risk students with individual learning programs and a Tutor Club where students assist students academically.

An SRA (Science Research Associates) reading lab was recently introduced to all English classes to monitor and assess students' reading progress. Summer school for English 10 students is administered to continue language acquisition progress.

22. *The Authority must*
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and links with the British Columbia Curriculum learning outcomes, and*
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to Grade 9 of the Certified British Columbia Program.*

NFLS-BCA offers only the BC Graduation Program.

Course overviews for all subjects offered at NFLS-BCA were reviewed. All of the overviews include content, planning for assessment (teaching strategies and learning activities) and achievement indicators (assessment and evaluation methods) and provide evidence that the Ministry prescribed outcomes are being met as required.

English

Course overviews for English courses contain the required components mentioned above. The double time allotment in the timetable allows for 2 additional sessions of small group language acquisition. The smaller group setting builds student confidence in oral activities such as presenting and debating. The Team observed daily lesson plans and classroom activities aligned with the timeline for curricular delivery found in the course overviews. There was evidence of daily attendance and regular assessment and recording of student learning. Most teachers used excel or other electronic methods of recording student marks. English 12 students can access their in-class marks from a web-based platform. The Team noted the appendices in the English 11 course overview included additional teacher/student support through a forbidden word list and a peer self-editing checklist.

Social Studies

Course overviews for Social Studies 10 and 11 were complete and showing content, linkage to Ministry learning outcomes, teaching and assessment strategies. Students were engaged in learning and verbally responded to questions on topic. Classrooms displayed student work in the form of posters, maps and board games reflecting both Social Studies content and English written language acquisition. The school also offers Geography 12.

Mathematics

Grade 10 students are enrolled in Foundations of Mathematics and Pre-Calculus 10. A well-defined, intentional emphasis is placed on the English language comprehension of Math terms and written problems. Grade 11 students are enrolled in Pre-Calculus 11. Principles of Math 12 is offered as one of the grade 12 Math choices. Calculus 12, AP Calculus-AB, and AP Calculus-BC are also offered. At the end of grade 11 students are evaluated and grade 12 course selection is then determined. All Math course overviews and daily planning are in place and show linkages to the PLOs.

Sciences

NLFS-BCA offers Science 10, Biology 11 and 12, Chemistry 11 and 12, and Physics 11 and 12. Course overviews and daily plans were found to be complete and show linkages to the PLOs. The Team observed attendance and marks recorded and daily lesson plans were aligned with the timelines presented in the course overviews. Students were actively engaged in classes observed. The Team observed an intentional focus on verbal responses in science classes. Dedicated and subject specific labs are available for science courses.

Physical Education

A BC certified teacher teaches Physical Education 10; local Chinese certified teachers from Nanjing Foreign Language School teach Physical Education 11 and 12 classes. Course overviews for all three of these courses show content, assessment and teaching strategies and links to the Ministry prescribed learning outcomes. A recently built Nanjing Foreign Language School gymnasium building, field and track provide excellent facilities for students. Through clubs, sports teams and other extra-curricular activities,

students participate in physical activities beyond required Physical Education classes. Students are required to log their physical activities to meet the daily physical activity (DPA) requirement for Graduation Transition.

Planning 10/Graduation Transitions

The Team noted well-prepared and creative course overviews that showed the course content, linkages to Ministry PLOs and details of assessment as well as a detailed time line for delivering the course material. Western society's traditions and celebrations are effectively included in course planning and carried out in other various subjects. Student portfolios and oral reviews are presented so that by the time they have completed Grade 12, students will have more than met the Graduation Transition requirements.

Students in grade 11 are given two blocks per week to continue to work on their portfolio; grade 12 students spend one block per week in addition to university fairs and visits and personal advisement. A large portion of the grade 12 focus in Graduation Transitions is preparation for university/college entry.

Fine Arts/ Applied Skills

A well-equipped Art Room supports Visual Arts 10 and Art Foundations 11. Both of these courses are taught by a BC certified teacher who guides students through the exploration and application of a variety of different art mediums. Course overviews, short-term unit plans and daily plans show all the required elements. Assessment of student work is thorough and encouraging. The Team observed actively engaged students producing a variety of well presented, student art.

Economics 12 is taught twice a week in classes after regular school hours. Meeting in the large Lecture Hall, the setting and structure give BCA students a feel for western university instruction. The course overview is creative and contains content, teaching and assessment strategies, links to the PLOs and a rich supply of online resources.

Applied Digital Communications 12, a current information technology class, is taught in a well-equipped computer lab. The course overview aligns with Ministry format for all components.

Course overviews were reviewed for all subjects and courses. As course overviews are updated the Team encourages NFLS-BCA to adopt current IRP terminology - course content, planning for assessment (teaching strategies), achievement indicators (assessment activities) and linkage to BC curriculum prescribed learning outcomes.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this*

Schedule.

Through classroom visits and observation of student work and teachers' records of assessment, the team confirms that the staff of NFLS-BCA is providing clear, extensive and appropriate assessment processes that demonstrate and monitor progress in intellectual, human, social and career development. The Team observed teachers employing a variety of strategies enabling students to be actively involved in discussions, group and lab work, individualized assignments and teacher directed instruction. Students are encouraged to access the Ministry website for applicable practice examinations. The School applies Ministry of Education resource supports for teaching and assessment strategies, and uses Ministry exemplars and procedures in marking English 10 and Social Studies 11 provincial exams.

The students are scheduled to next write provincial exams in June 2012. The Principal ensures the integrity of the examination through monitoring the electronic exams. BC certified teachers supervise the exams and complete marking of the required components in a timely manner. Marks are submitted according to the Ministry schedule.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Formal report cards are issued four times a year. The report card includes letter grades and percentages that follow BC specifications. A record of attendance is also included. All courses that are part of the Graduation program are reported out. Note comment in Section 15 regarding DPA reporting.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Student records are stored in locked fireproof cabinets in the school office. They are organized by grade and homeroom and contain a copy of the permanent student record card (1704) and a signed student "Consent to Collect, Use and Disburse Personal Information" forms. The 1704 forms, indicating the Personal Education Number (PEN), were not all complete, but were being updated as the Team visited. The School indicated that they have not included courses from the Chinese program on the 1704 and do not intend to do so in the future.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of Certified Teacher contracts.*

Teacher files contain the required documents: i.e. teacher certificates; teacher evaluation reports; and, contracts. When appropriate, criminal record check consent or

confirmation forms are filed. *The Consent to Collect, Use and Disclose Personal Information forms* have been signed and are on file for all teachers. The staff files are kept in a locked filing cabinet in the Principal's office.

The teacher evaluation policy has been reworked to make it more formative in nature. A schedule for evaluating all the teachers this school year using these guidelines is being implemented. The teacher files contain evaluations for teachers who have been with the school for more than one year.

The Principal has a detailed job description to guide him in his role. The evaluation policy for the Principal has been recently revised and is being implemented during the current school year. It calls for both self evaluation and external evaluation.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection Team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

This on-site inspection is the tenth Certification inspection of the Program, but the first under the new Authority and school name, NFLS-BCA. In conducting the Certification Status inspection the Team viewed facilities, grounds and buildings, and reviewed records, administrative procedures, operations, teacher certification and student achievement. Notwithstanding the substance and recommendations of this report, the School is offering a BC Program that meets the requirements of the Offshore Agreement.

The Authority and the School have demonstrated excellent continuity and sustainability to deliver the BC Program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The School confirms that the Authority will provide assistance in respect to applications for Canadian study permits for NFLS-BCA graduates and agrees to track graduates' post-secondary careers in accordance with Ministry requirements. Opportunities for study in Canada are prominently displayed around the campus and a number of staff

members are very knowledgeable and able to provide guidance to students.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team offers the following commendations to the Authority, Principal and staff NFLS-BCA.

- For seamlessly managing the recent change in Authority.
- For the creative and intentional approach to supporting language acquisition for its students through: the Speech Communications Program; emphasis on teaching English in all subject areas; and, the extensive and creative Club Program offered to students.
- For the strong and positive relationship between the Chinese and BC administrative staff.
- For ample evidence of impressive strategic analysis and planning to advance programs and enhance student achievement.
- For the low turnover of staff and the positive collegial attitude observed.
- For the positive and encouraging interactions evident among the NFLS-BCA community.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2011, the Authority provide the Inspector of Independent Schools with evidence that the following items have been addressed.

- That the School applies to the OIIS for course exemptions under the new Authority.
- That the School continues to refine student admission practices to ensure admission of students who have the requisite skills to succeed in the BC Program.
- That the School provides copies of completed criminal records checks, or equivalent, on staff members as listed in Appendix A to the OIIS no later than February 15, 2012.
- That the School report out on individual student accomplishments in meeting the Daily Physical Activity as required by the BC Ministry of Education.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Nanjing Foreign Language School – British Columbia Academy be recognized as a British Columbia Certified Program.

1. Non-compliance (no teaching certificate issued or applied for)

2. Application in process (certificate applied for but not received)

3. Expiring certificates

Additional Certification Concerns: Criminal record checks for:

s22

NFLS – British Columbia Academy - December 1 & 2, 2011

Offshore British Columbia Graduation Program Certification Status Inspection Report

Shanghai United International School

***Jiao Ke Campus
No.55 Wanyuan Road, Minhang District
Shanghai, People's Republic of China
November 28 & 29, 2011***

A. Introduction

On November 28 and 29, 2011 a Certification Status Inspection was completed on the British Columbia (BC) Graduation Program offered at the Shanghai United International School (SUIS or the School) as of September 2010. The purpose of this inspection was to determine whether the requirements according to *the Offshore School British Columbia Program Certification Status Agreement Certification Status Agreement* (the Agreement) had been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mrs. Terry Kooy and Mr. Ed Noot (chair).

The BC program is offered to a group of 186 students on the Jiao Ke campus of SUIS. In addition to the BC program there are also about 900 other students enrolled in a Chinese program as well as an IB and Advanced Placement programs at the Jiao Ke campus.

In conducting the review, meetings and discussions were held with representatives of the School authority, the Chinese and BC administration and the BC staff.

The Team would like to thank the SUIS and the Authority for their hospitality during the inspection visit. The Principal, BC Agent and teachers were well prepared for this inspection visit.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority has operated the SUIS according to the laws of the country, province and city, since September 2010.

The School received confirmation from the BC Ministry of Education, in a letter dated November 30, 2010 that Candidate Status had been awarded following a candidate review in October 2010. The School was granted Certification Status following a certification inspection in March, 2011. Current certification (#10396837) is valid to June 30, 2012.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Authority for the operation of the SUIS, as identified on the application for select status, is the Shanghai United International School Group. The Authority also directs the educational program for over 30 private kindergartens, 6 elementary and 3 international middle schools.

The Education Bureau of the Minhang District in Shanghai has provided written authorization for the establishment of a BC program to be offered at the SUIS in a letter dated October 29, 2010.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Brian Butcher is appointed by the Authority as the British Columbia Agent for SUIS.

The BC Agent has been approved by the Province and fully meets all of the requirements set out in paragraph 5 of the Certification Status Agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The current Jiao Ke campus consists of two buildings. One building contains a gymnasium and various specialized classrooms for Art, Dance and Drama, admission offices as well as dormitories, and two computer labs which are dedicated to the BC Program.

The other building is a seven story academic building with 80 classrooms, cafeteria, library, resource center, science labs and a boardroom. The BC program primarily uses 8 classrooms in this building.

All classrooms are equipped with LCD projection equipment.

There is a large artificial field and track on campus.

The campus is used by over 1000 students, of which 186 are enrolled in the BC program. The campus is extremely well suited for the delivery of the BC program. Provision has been made to ensure the BC program has reasonable access in a timely

manner to the facilities as needed for the delivery of the BC program. SUIS is well aware that as enrolment in the BC Program grows increased access will be required to facilities including classrooms, gymnasium, science labs and computer labs.

SUIS is to be commended on the impressive facilities and on their willingness to accommodate the BC Program.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a completed Inspection Catalogue as required. The Team confirmed with the Principal that the 1701 report had been satisfactorily received by the BC Ministry of Education and I-2001 forms were submitted. The Principal indicated that some TRAX data has not yet been submitted, but is being worked on by school personnel.

Recommendation: provide necessary support for the BC Principal and school personnel to ensure that TRAX data can be properly entered and submitted to the BC MoE.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

Various promotional materials are on display in the SUIS. Promotional material is currently consistent with the requirements. Materials posted on the School's website (<http://www.suis.com.cn/suis/?q=jiaoke>) are also consistent with requirements.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC Program, student registration and inspection costs have been paid by the Authority as required.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

At the present time, all courses for BC Graduation Program credit are taught in English. After-school support for specific courses is re-taught in Chinese for clarification and better understanding. Instruction for extra-curricular clubs and sports activities is also delivered in English.

There is consideration for several BAA elective courses for the future, but none are offered for credit at this time. If there is a decision to offer Intensive Reading 10 and 11 and Leadership 10 and 11 for credit, the courses must be submitted as potential

Board/Authority Authorized courses using Ministry templates and request forms and including an accompanying course overview.

9. *The Authority must verify that all Students entering the Graduation Program of the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The Principal designed an English proficiency test that is used to determine student admission into the BC program. The students are tested in the areas of reading, writing, and spelling. The Principal, or BC certified designate, also interviews applicants to ascertain the level of oral proficiency. A variety of resources are used to customize this language efficiency test including Foundational Skills Assessment materials at the grade 7 level. This process began for grade 10 students entering the school pre-September 2011. Consideration is being given to adding a grade 9 class for the purpose of building a stronger foundation in English for application into the BC Diploma program from within the larger school. Ensuring student readiness and capability is essential for program achievement and student success in obtaining a BC Dogwood diploma.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The School employs English speaking Chinese language support teachers who assist students with 40 minutes of ESL four days a week. Regular, ongoing professional development is being offered to the Chinese language support teachers to introduce and practice guided reading with students.

Additional language and academic support is given to students in late afternoon homework blocks four days a week on an 'as needed' basis through study organized study blocks.

A variety of group activities and clubs are scheduled in the late afternoon two days a week. These activities, such as yearbook, photography, badminton, volleyball, chess, and basketball, provide additional opportunities for students to engage with English speaking teachers outside the classroom in a less structured environment.

A writing specialist supports the efforts of the English teachers within the classroom. The team also noted individual student/teacher and/or staff interaction as needed for assistance and support with curriculum in English.

The Team commends the school for its emphasis on teaching English in all subject areas. There is evidence of a high level of English being spoken by students.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all*

courses accredited towards a British Columbia Certificate of Graduation can be met.

The Team verified that there are a sufficient number of appropriate textbooks and teacher resources available and the library and classroom resources continue to grow. English language titles are housed in a dedicated section of the library. The development of a well-sourced library is off to a good start and remains a priority for SUIS. Plans for the future include the hire of a Teacher/Librarian in this most accommodating library facility.

The Team commends SUIS for the vision and ongoing support for building a library which supports the curricular resource needs for both students and teachers as they implement the BC curriculum.

SUIS has designated access to two well-equipped computer labs with 30 computers in each. Students are able to access the Internet for classroom instruction and projects as well as Information Technology classes. The labs have been successfully used for recent electronic provincial exams.

With the growing number of students with the addition of online classes being added in second semester and a grade 12 class added in the coming school year, the need for additional computer lab access is on the horizon.

Classrooms are equipped with projectors and most teachers utilize laptop technology within teaching strategies. Printing and photocopying technologies are available to teachers.

Planning for the purchase of educational resources is being cooperatively developed by the administration. A fixed percentage of the SUIS tuition will be appropriated for learning resources to support the BC curriculum. The BC Principal will have autonomy over the distribution of this budget.

12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.

The Principal has a certificate of qualification issued by the BCCT. The Team noted that his current status is non-practicing.

Recommendation: That the Principal update his BCCT status to 'practicing' and inform the OIS upon completion.

The Principal oversees the BC Program at SUIS. His role is clearly defined in his contract and he is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education. He is supported by the Chinese Principal and other Chinese administrative staff whose primary responsibilities are to help coordinate and integrate the BC curriculum and the Chinese support. He

also has a bi-lingual administrative assistant to help with student files and other clerical tasks.

The Team commends SUIS for offering impressive support for the BC Program. An ongoing spirit of understanding and collaboration will allow this program to grow and develop.

The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Certification Agreement.

- 13. The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All eleven teachers, including the Principal, working within the BC Program have current criminal record checks by virtue of their teaching certification – or pending certification.

The School employs an ESL trained language development assistant who supports students with one-on-one or small group support. They also employ several Chinese staff members who work with the BC Program students in a variety of ways to support their learning.

Recommendation: That all staff members working with students in the BC Program, as identified in Appendix A, receive appropriate criminal record checks through the BC Solicitor General's Office or through local police agencies. For Chinese staff the school should maintain translated copies of these documents on file.

- 14. (a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*
(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

There are eleven teachers, including the Principal, in the BC program. Ten hold valid certification through the BCCT. One teacher, as identified in Appendix A, has applied for certification through the OIS and is awaiting their decision.

Recommendation: That the School informs the Inspector of Independent Schools upon receipt of the teacher's certificate as outlined in Appendix A. Such notification should occur no later than February 15, 2012.

The School commenced operation in 2010 with five teachers on staff. All five returned for a second year and six new teachers were added due to program growth. At this time the Team has no concerns about teacher continuity. Discussions were held regarding

the importance of teacher and administrative continuity and factors that can impact this area.

An orientation to living in China, the offshore program and teaching second language learners is provided to staff upon arrival in China.

- 15. The Authority must ensure that only British Columbia Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that all planning, provision of instruction, student evaluation and reporting to parents or legal guardians are the responsibilities of BC certified teachers. Student-led conferences are held with parents and teachers as part of the reporting process.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (i) hours of work,*
 - (ii) the duties of the British Columbia Certified Teacher,*
 - (iii) the teaching assignment,*
 - (iv) accommodation provided or available,*
 - (v) an estimate of the cost of living in the area where the School is located;*
 - (vi) length of school day,*
 - (vii) length of School Year,*
 - (viii) salary and benefits, and*
 - (ix) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The contract offered to teachers by the Authority is comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract and in the staff handbook. The staff handbook also outlines routines and expectations of teachers.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition.

Staff files contain most of the required documentation. The Team noted the absence of consent forms relating to the Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186.

Recommendation: That the School obtained signed written consent to collect, use and disclose personal information for each staff member in the BC Program.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British*

Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.

Teachers have computer and Internet access with projectors in classrooms. The school's two computer labs have Internet access and printing capability. These labs provide student access to electronic provincial exams.

The School office uses the Windsor (TESS) program for administrative purposes. They are able to transfer all necessary data: 1701, 1704, TRAX data and electronic provincial exam registration, and BC teacher registration data.

Earlier this month, the School successfully completed their first electronic provincial exams for grade ten students in all three grade 10 provincial exams. At the time of this writing the school has not received provincial exams results for grade 10. SUI is reminded to include these results in their report prior to the next inspection.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has developed a parent and teacher handbook that outlines policies and procedures with respect to student discipline, student admission, student supervision and staff evaluations. Ongoing work is anticipated as the school adds grades to its present offering. The Team noted the absence of a policy and procedure for parental appeals.

Recommendation: That the School develops and publishes a policy that clearly outlines an appeal process that is available to parents or students.

The Teacher Handbook is newly developed and covers basic required information. The Team encouraged the School to add detail to policies and procedures (including information on living in China) as this will be an important resource for new staff joining the school.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 2 or 4 credit courses. The Team confirms that the BC Program meets the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The school day at SUIS begins at 8:20 am, consisting of four 70-minute classes, two 40-minute classes, lunch and class transition breaks. The formal school day concludes at 3:50 pm. Four days a week students may engage in extra study time, interest group activities and clubs.

The timetable for current grade 10 and 11 students includes semestered as well as linear courses, thus providing double amount of class time for English 10 and 11. A variety of online classes will be offered in second semester. All courses meet and/or exceed the time requirements established in the Educational Standards Order.

A review of teacher planning, including classroom visits, confirms that students are engaged in daily instruction. Daily lesson plans align with course overview timeline expectations. Teachers readily use classroom technologies such as laptop computers, projectors, Internet resources and specialty classrooms (i.e. labs and drama room) to effectively deliver the BC curriculum. Many extra-curricular opportunities are mentioned in section 10.

The classroom atmosphere and student/teacher rapport is positive and encouraging. Evidence confirms that sufficient planning is in place so that course objectives are meeting the requirements of the provincial prescribed learning outcomes for BC.

SUIS does not employ a dual graduation system for its BC diploma students.

The team commends the teaching and support staff of SUIS for the positive, relational learning environment evident among the school community.

20. The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act

There are no students enrolled in the K through grade 9 program, at this time.

21. The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the Ministerial Order 205/95, the Graduation Requirements Order enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

Students in Grade 10 are enrolled in English 10, Foundations of Mathematics 10, Science 10, Social Studies 10, Planning 10, PE 10, Information Technology 10 and Drama 10 all taught by BC certified teachers.

BC certified teachers are also responsible for English 11, Foundations of Math 11, Physics 11, Chemistry 11, Social Studies 11, PE 11, Visual Arts 11 and Media Arts 11. Plans for second semester courses online include Accounting 11, Business 11, Entrepreneurship 11, Biology 11 and individual Advanced Placement academic courses

to be determined. As an additional support, online courses will be monitored by SUIS BC teachers with expertise in the appropriate subject areas.

In Grades 10 and 11, students meet their Daily Physical Activity requirement through the morning exercises, linear PE classes and, for many students, involvement in extra-curricular sports programs.

The courses offered will enable students to meet the grade 10 and 11 requirements of the Graduation Program Order. SUIS plans to extend to grade 12 for the 2012/2013 school year.

22. The Authority must

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Note: There are no K – 9 students in the BC program at SUIS at this time.

Course overviews were reviewed for all subjects and courses. Although templates vary, every course overview should have the same four categories: course content, planning for assessment (teaching strategies), achievement indicators (assessment activities) and linkage to BC curriculum prescribed learning outcomes.

Recommendation: That the School align all course overviews with Ministry standard descriptors: course content, planning for assessment, achievement indicators and linkage to prescribed learning outcomes for unification and teacher usability as staff transition from courses, grade levels and schools.

23. The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program

- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.*

Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of SUIS is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team observed the teachers employing a variety of strategies enabling students to be actively involved in discussions, group and lab work, individualized assignments and teacher directed instruction.

The Team commends the school for the evident and effective use of creative and engaging teaching strategies in the classrooms.

The students are scheduled to next write provincial exams in June 2012. The Principal ensures the integrity of the examination through monitoring the electronic exams. BC teachers will supervise the exams and curricular-appropriate BC certified teachers will complete marking of the required components the same day. Marks will be submitted according to the Ministry schedule.

24. The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.

Formal report cards are issued four times a year. The report card includes letter grades and percentages that follow BC specifications. A record of attendance is also included. All courses that are part of the Graduation Program are reported on. Twice a year, parents attend personal, student-led conferences with each subject teacher.

25. The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.

Student files are organized and well maintained. Files include student demographic information and report cards. The consent forms for the collection, use and disclosure of personal information (PIPA) have been signed by parents for each student in the BC Program. Files are updated regularly by an administrative assistant under the supervision of the Principal.

The Team noted that permanent student records (1704) have not yet been filed.

Recommendation: The School must ensure that PRS cards (1704 forms) are completed and duly filed – or stored electronically.

26. The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.

Teacher and principal evaluation procedures have been developed and are being implemented.

Teacher files contain copies of certification, contracts and resumes along with evaluations - when they have been completed. These files are securely stored in the Principal's office. The BC Agent has conducted a recent evaluation of the Principal.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-

appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

This on-site inspection is the second Certification inspection of SUIIS. In conducting the Certification Status inspection the Team viewed facilities, grounds and buildings, and reviewed records, administrative procedures, operations, teacher certification and student achievement. Notwithstanding the substance and recommendations of this report, the School is offering a BC Program that meets the requirements of the Offshore Agreement.

The Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

The Authority is aware of the requirement to assist students in securing Canadian study permits for graduates of SUIIS and to track future studies. The school should ensure there is sufficient support in place to meet this requirement as they move to offer the complete Graduation Program.

The Province's form securing consent to collect, use and disclose personal information has been signed and duly filed for all students.

C: Report Summary – Commendations and Recommendations

Commendations

The Team extends commendations to SUIS:

- on the impressive facilities and on their willingness to accommodate the BC Program;
- for its emphasis on teaching English in all subject areas - there is evidence of a high level of English being spoken by students;
- for the vision and ongoing support for building a library which supports the curricular resource needs for both students and teachers as they implement the BC curriculum;
- for offering impressive support for the BC Program - an ongoing spirit of understanding and collaboration will allow this program to grow and develop;
- for the positive, relational learning environment evident among the school community; and,
- for the evident and effective use of creative and engaging teaching strategies in the classrooms.

Recommendations

The Authority is to respond to the following requirements in writing to the Inspector of Independent Schools, by February 15, 2012.

- That the Authority provide necessary support for new BC Principal and school personnel to ensure that TRAX data can be properly entered and submitted to the BC MoE.
- That the Principal update his BCCT status to 'practicing' and inform the OIIS upon completion.
- That all staff members, as outlined in Appendix A, working with students in the BC Program receive appropriate criminal record checks through the BC Solicitor General's Office or through local police agencies. For Chinese staff the school should maintain translated copies of these documents on file.
- That the School inform the Inspector of Independent Schools upon receipt of the teacher's certificate as outlined in Appendix A.
- That the School obtain signed written consent to collect, use and disclose personal information for each staff member in the BC Program.
- That the School develop and publish a policy that clearly outlines an appeal process that is available to parents or students.
- That the School align all course overviews with Ministry standard descriptors: course content, planning for assessment, achievement indicators and linkage to prescribed learning outcomes for unification and teacher usability as staff transition from courses, grade levels and schools.
- The School must ensure that PRS cards (1704 forms) are completed and duly filed – or stored electronically.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Shanghai United International School continues to be recognized as a British Columbia Certified Program.

Appendix A – teacher certification and criminal record check recommendations.

Note: All recommendations must be report to the Inspector on Independent Schools by February 15, 2012

Name:	Position:	Issue:
S. 22		Non-practicing BCCT cert. to practicing
		Applied to OIIS for certification
		BC - CRC needed
		Local CRC needed
		Local CRC needed
		Local CRC needed
		Local CRC needed

Certification Status Inspection Report

BRITISH COLUMBIA PROGRAM

at

Shanghai United International School – Jiao Ke Campus

Shanghai
China

November 5 and 6, 2012

A. INTRODUCTION

On November 5 and 6, 2012, a Certification Inspection was completed on Shanghai United International School – Jiao Ke Campus in Shanghai, China, termed SUI or the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement*. The inspection team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Mr. Ron Wallsmith and Mr. Ed Noot (Chair).

The School's BC Program has an enrolment of 269 students, in Grades 9 - 12. The BC Program is housed within Chinese School which enrolls 720 students from Grades 6 – 12 and features the Longman English Curriculum for part of each day.

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with the School's Authority, Chinese Principal, Offshore Representative, BC Principal, BC Vice-Principal and BC Teachers.

The Authority, Xiehe Education Group, is responsible for the BC Program. The Authority is seeking Candidate Status for BC Program Elementary School in Shanghai and also runs a large educational enterprise in Shanghai offering both Chinese and English education (under a number of different programs) to about 20,000 students.

The BC Program's philosophy and objectives are described as being identical to mainland BC High Schools.

The Team would like to thank Shanghai United International School – Jiao Ke Campus for its hospitality, cooperation and preparedness for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Shanghai United International School – Jiao Ke Campus's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" is printed below in *bold italics* with the Team's observations underneath each requirement.

- 1. The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***

The School Authority, Xiehe Education Group, meets the requirements outlined above.

- 2. The Authority, subject to the prior written approval from the Province, must:***
 - (a) Operate the School in accordance with the laws of the country, province, and city where it is located; and***
 - (b) Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) Receive verification from the Province that Candidate Status has been granted; or that Certification has been granted for the current school year.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues. Documents provided to the Team in this respect were reviewed and found in order.

Since the last annual certification inspection the School has added a class or Grade 9 and 3 classes of Grade 12. The addition of Grade 12 rounds out their Graduation Program and they are eagerly anticipating working towards their initial graduation ceremonies on June, 2013. New positions include a BC vice-principal, librarian, guidance counselor and Chinese homeroom support teachers. Program expansions include AP Calculus and an enhanced focus on late literacy development.

The School is currently certified to June 30, 2013 under the MoE certificate #10396837.

- 3. The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for***

education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of the Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement.

The Team noted and that the Authority, the Chinese administration and BC administration continue to work together as they develop an understanding the BC Program. The Team suggests that this process be actively pursued by all parties so that the BC Program can be strategically and proactively supported as it continues to develop.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.***

The Authority has contracted with Mr. Brian Butcher to act as the Offshore Representative. Mr. Butcher meets all of the requirements outlined in Paragraph 5 of the Agreement.

The Team strongly suggests that the Offshore Representative, or other admin staff member, take increased responsibility for working with the BC Teacher Regulation Branch (TRB) to ensure that newly hired teachers who require BC certification are moving through the certification process as expeditiously as possible. The current situation with regards to teacher certification as outlined in Section 14 of this report is untenable.

The Team further suggests that a copy of the Offshore Representative's teaching certificate and current membership status are kept on file at the School.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The Jiao Ke campus consists of two buildings. One building contains a gymnasium and various specialized classrooms for Art, Dance and Drama, admission offices as well as dormitories, and two computers labs which are dedicated to the BC Program.

The other building is a seven story academic building with numerous classrooms, cafeteria, library, resource center, science labs and a boardroom. The BC program primarily uses 2 floors in this building. All classrooms are equipped with LCD projection equipment.

There is a large artificial field and track and turf field on campus.

The campus is used by approximately 1000 students, of which 269 are enrolled in the BC program. The campus is extremely well suited for the delivery of the BC program. Provision has been made to ensure the BC program has reasonable access in a timely manner to the facilities as needed for the delivery of the BC program. SUIIS is well aware that as enrolment in the BC Program grows increased access will be required to facilities including classrooms, gymnasium, science labs and computer labs.

- 6. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Authority provided the inspection catalogue as required. The School reports that the required provincial data submissions have been or will soon be completed (1701 and I 2001). The School is utilizing the TESS / Windsor School Administration Software.

- 7. *The Authority's Certified British Columbia Program, Student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

The School has developed two handbooks; one for staff and the other for parents. The handbooks are clearly written and contain most of the required information for members of the school community.

The School's website is comprehensive and accurate. The information contained on the website and in promotional materials is consistent with the School's current status under the Agreement.

- 8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

The School provides the entire BC Program in English with the exception of Chinese 11, which is being taught by a locally certified teacher. The School will be required to obtain a proper exemption for this courses under sections 4 and 5 of the Appendix to Schedule A of the *Certification Agreement*.

- 9. *The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British***

Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.

Students entering SUIIS write an English Language Assessment test where students are tested in the areas of reading, writing and spelling. The Principal has designed this test. Applicants also undergo an oral interview with BC certified teachers to test their oral proficiency. It is suggested that a listening component be added to this assessment as listening is an important skill for students to have when they enter the program. Teachers have indicated that since the English Language Assessment test has been used there has been a noticeable improvement in the students entering the program. Students are more ready to meet the demands of the BC Program as they work towards their BC Dogwood diploma. Students who do not pass the English Language Assessment do not enter the BC Program.

10. The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.

The School has employed English speaking Chinese language support teachers to assist students with ESL support for 40 minute periods six times a week at the Gr. 9-11 level. Those teachers are offered professional development opportunities throughout the year as to how they can support students with guided reading practice. This year the Chinese teachers are supported by a Language Support Coordinator who had been hired to develop curriculum for the Chinese language support teachers. Students are also given additional language and academic support in late afternoon study hall blocks twice a week on an "as needed" basis.

A variety of group activities and clubs are scheduled in the late afternoon two days a week. The PE teachers are also in the process of trying to organize a series of athletic contests with other BC Offshore Schools in the Shanghai area. The Team was encouraged by The School's efforts to provide students with an all-round program of extracurricular activities as would schools in British Columbia.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

Educational Resources:

The Team verified that there are a sufficient number of appropriate textbooks and teacher resources available. It was encouraging to see that in the English Department

there were a number of novels for teachers to choose from when teaching the novel section of the curriculum.

School Library:

The library is well stocked with both fiction and non-fiction novels as well as copies of the textbooks and other reference materials. The library continues to add new resources but the most important new addition is a full-time librarian. The school is to be commended for having the foresight to add this person to their staff for the 2012/13 school year. It was duly noted during the inspection that there were a number of students in the library at different times of the day and they were accessing the resources available to them.

Instructional Use of Technology:

The School now has access to 3 well-equipped computer rooms with approximately 30 computers in each, an increase of one lab from last year. Students have access to the internet for classroom instruction and projects as well as Information Technology classes. It was reported to the Team that the labs have been successfully used recent electronic provincial exams. In the second semester last year SUIIS also introduced some Distance Learning courses to their course offerings and those were done through the School's computer labs.

Each classroom is equipped with a computer and projector enabling teacher's to use PowerPoint presentations as well as videos as part of their teaching strategies. In the teacher office each staff member has a computer at their work station that has internet access as well as access to an office printer. As well there are two copiers for teacher use.

Development Plans: Library and Technology:

The administration has a resource budget and each year teachers submit a request for resources. The resource budget comes from a fixed percentage of the SUIIS tuition. This process is well entrenched and allows the School to continue to expand resources.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The Principal holds a current Certificate of Qualification issued under the Teaching Profession Act. He is in his third year at this school and has been given 100% administrative time to manage the daily operations of the school. He is supported by a BC Vice-Principal and a Chinese Vice-Principal. The Principal has over s.22 years of experience both as a teacher and an administrator and the Team confirms that he has

been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of the Agreement.

The Principal meets with the administrative staff and the Authority on a regular basis to discuss and develop the British Columbia Program. The Team was impressed by the open, good-natured and constructive dialogue that it witnessed between all parties and encourages the School to find ways to continue and enhance this dialogue.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

By virtue of certification (or a Letter of Permission) through the Teacher Regulation Branch of the MoE, the Principal and all teachers, notwithstanding the exception noted in Section 14 below, have consented to appropriate background checks to ensure good character and fitness for the teaching profession. The School has local background checks on file for educational assistants and Chinese teaching staff. The Team suggests that these be translated for future reference.

14. *The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.*

The School employs twenty full-time teachers in the BC program. Currently, the School offers no courses for which exemptions have been granted by the BC MoE. Eighteen teachers have valid Certificates of Qualification issued under the Teacher Regulation Branch of the BC MoE and one teacher has a valid letter of permission, which expires at the end of the current year. One teacher, who is certified in another Canadian province, has not yet made application to the BC Teacher Regulation Branch.

The Team conveyed to the Authority the necessity of having certified teachers in place at the beginning of each school year and brainstormed strategies to facilitate this.

The School is currently out of compliance with *the Agreement* and is required to remove the non-certified teacher in question; namely, S. 22 from classroom instruction duties by November 9. The School will be required to develop a plan for covering all classes with BC certified teachers while a certified replacement can be recruited. This plan must be sent to the Director of International Education by November 12, 2012.

Staff files are reasonably well organized and contain all of the necessary elements including personal information consent forms, contracts, resumes, professional growth plans and teacher evaluations.

Professional development activities are planned by the school. This year an English Language teaching specialist attended the school for a week and offered intensive professional development for staff. The School is exploring joint professional development opportunities with BC teachers in other Shanghai Offshore Schools.

- 15. The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.**

The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or in the case of the approved exemptions by the locally certified teachers, notwithstanding the requirement outlined in Section 14 of this report.

Provision for the reporting to parents is covered in section 24 of this report.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:**
- (a) hours of work,**
 - (b) the duties of the British Columbia Certified Teacher,**
 - (c) the teaching assignment,**
 - (d) accommodation provided or available,**
 - (e) length of school day,**
 - (f) length of School Year,**
 - (g) salary and benefits,**
 - (h) travel arrangements,**
 - (i) medical expenses,**
 - (j) applicable work permits.**

The contract offered to teachers by the Authority is comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract and in the staff handbook. The staff handbook also outlines routines and expectations of teachers.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition.

Staff files contain the required documentation. The team was encouraged by the extensive evidence of teacher evaluation in staff files.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

The Province informed the Team that it has no compliance-related issues with the School regarding this standard. The School continues to use the Windsor Tess program for administrative purposes and has hired a new vice-principal who has experience with this program. He will be taking responsibility for student registration data, student courses, marks and provincial examinations.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The School has developed parent and teacher handbooks that outline policies and procedures with respect to student discipline, student admission, student supervision and staff evaluations. The Team noted the absence of a policy and procedure for parental appeals. This policy is required and the absence was noted in the 2011 Certification report.

The Teacher Handbook is newly developed and covers basic required information. The Team encouraged the School to add detail to policies and procedures (including information on living in China) as this will be an important resource for new staff joining the school.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

The Team confirms that the British Columbia Program at SUIS meets the subject, instructional time and learning outcome requirements set out in section 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order. The Team encourages the School to review the combined Math 11 and Calculus 12 which is currently being offered for 8 credits. The Team is concerned that the available time may not allow for all the provincial learning outcomes to be adequately covered. Courses are offered on both a semester and linear program. English 10, 11 and 12 are double blocked to support English Language Development.

The Team commends SUIS for offering a wide variety of courses to their students. The staff recognizes the importance of offering a balance of courses from the Arts as well as the Math and Science streams. Courses such as Media Arts 11 and 12, Visual Arts 11 and 12, Writing 11 and 12 are not always offered in schools in the BC Offshore Program because the facilities or teachers are not always available. This year SUIS is also offering French 11 for the first time thus giving students an opportunity to study another language. Other new courses being offered for the first time this year are Chinese 11 and Leadership 12. SUIS has a wonderful facility with access to an art room, a designated drama room and a large gym so they have taken advantage of that facility to expand their course offerings. The School has really created a BC school feel to their program as exemplified by the 'buzz' over an after school soccer match against another local school.

20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

Primary Program (K-3):

SUIS offers only Grades 9 – 12.

Intermediate Program (Grades 4-9):

The School offers a Grade 9 educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act. All courses meet the required instructional hours and the Provincial Learning Outcomes are covered according to the course overviews presented to the Team. Grade 9 students also have the opportunity to take elective courses such as IT 9 and Drama 9.

21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

In June, 2013 SUIS will have their first graduation ceremony. Virtually all students will graduate with well over the required number of credit due to the vast number of course options available to them. All courses will have been taught by BC certified teachers. This year the School hired a Guidance Counsellor to track school records and assist Grade 12 students in applying for post-secondary school. The Guidance Counsellor, along with the new vice-principal, have arranged university visits to assist students with their choices.

The instructional program for the students meets the BC Graduation Requirements by offering the following required courses:

GRADE 10: English 10, Pre-Calculus 10, Science 10, Social Studies 10, Planning 10, PE 10

GRADE 11: English 11, Pre-Calculus 11, Social Studies 11, Physics 11, Chemistry 11, Biology 11

GRADE 12: English 12, Writing 12, Graduation Transitions 12

Elective Courses offered are: Drama 10, IT 10/11, French 11, Visual Arts 11/12, PE 11, Media Arts 11/12, Chinese 11, Writing 11, History 12, Physic 12, Chemistry 12, Biology 12, Leadership 12, AP Calculus 12.

Most of the courses are offered by semester but all the English courses in the Graduation Program are offered for 70 minutes per day all year. SUIS is to be commended for their emphasis on English within the Graduation Program. The School offers Planning 10 every second day all year and Graduation Transitions 12 operates under the direction the Guidance Counsellor and the Vice Principal.

22. The Authority must:

(a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and

Generally speaking the teachers of SUIS are to be commended for the course overviews they have developed for the courses they teach. The Team informed the Principal of the school of those course overviews needing some improvement in their presentation to be sure to include content, planning for assessment, achievement indicators and link with the British Columbia Curriculum learning outcomes. From the course overviews the Team could observe that the teachers of SUIS use a variety of teaching strategies that enhance each student's educational experience. The Team commends teachers for their diligence in writing up daily lesson plans as well as short term and long term course previews.

(b) ensure that no significant discrepancies between school grades and provincial exams results occur; and

Analysis of provincial exam results from June, 2012 highlighted a 15% discrepancy between the school mark and the provincial exam mark in English 10. The School is addressing that discrepancy by planning to have this year's Grade 10 class write the English 10 provincial exam in November of their Grade 11 year, thus giving the students three more months of English instruction before they write the exam. The discrepancy between school marks and provincial exam marks in all other examinable courses was within reasonable limits.

(c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.

The teachers instructing in the Grade 9 program use the British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for their students. This was indicative in the assessments provided for student report cards.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

- (a) that demonstrates student progress in achieving intellectual, human, social, and career development,***
- (b) that includes the Provincial Examinations, and***
- (c) that demonstrates that all the students are taught in accordance with this Schedule.***

Through classroom visits and observation of student work and the teachers' record of marks the Team confirms that the staff to SUIS is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team notes that there is a good relationship between teachers and students and that all teachers model the behaviours that they wish their students to develop and demonstrate. The Team observed teachers employing a variety of teaching strategies to enable their students to be actively involved in discussions, group and lab work, individualized assignments and teacher directed instruction. The Team commends the School for the evident and effective use of BC methodology in the classrooms and the emphasis that teachers place on the use of English within the classroom.

As mentioned above the School has done well to prepare students for provincial exams and the hard work has paid off with student school marks and provincial exam marks having a close correlation. As the School will have their first graduation class this year teachers are putting a great emphasis on preparing students for the provincial exam in

English 12 by providing double the time required by the Ministry of Education guidelines. BC teachers will supervise the exams and the marking of the required components of the English 10 and Social Studies 11 exams will be completed by the certified teachers and marks will be submitted according to the Ministry schedule.

- 24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.**

Formal report cards are issued to parents at the midterm and completion of each semester. The report cards are printed in both English and Mandarin. The June report card lists the marks for courses in both semesters. Student led Parent-Teacher conferences are held twice each school year. There are also four open days per year where parents are invited to observe classes and meet with teachers in their offices. Chinese homeroom teachers serve as a liaison between the BC teachers and parents.

- 25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.**

Student files are contained in a locked cabinet in the Principal's office. They are well organized and reasonably well maintained. Files include student demographic information and some report cards and PR cards. The School is encouraged to ensure that all files are up to date and contain all required elements. The consent forms for the collection, use and disclosure of personal information have been signed by parents for most, but not all, students in the BC Program. The Team shared with the School the newly developed consent form for collection, use and disclosure of personal information by a BC Offshore School Program. The School is required to update their student records using this new form.

- 26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.**

Teacher and principal evaluation procedures have been developed and are being implemented. The Team was particularly encouraged by the consistent application of the Teacher evaluation policy.

Most teacher files contain copies of certification, contracts and resumes along with evaluations - when they have been completed. These files are securely stored in the Principal's office.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

In conducting the Certificate Status inspection at Shanghai United International School – Jiao Ke Campus, the Team toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. Notwithstanding the requirements as outlined below, the School is offering a BC program that meets the requirements of the Offshore Agreement. The School is offering Grade 9 and the Graduation Program and they strategically seek to enhance the program.

The Team is satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28. The School continues to refine their strategies in connecting with post-secondary institutions and facilitating the admission of students as they approach their first graduating class.

Personal information consent forms are addressed in section 25 of this report.

Distributed Learning (DL) Courses

- DL Courses and Format – SUIIS students currently take Marketing 11 and Accounting 12, both offered through School District 73 (Kamloops) Business Company.
- DL Administration – The School Principal works with the District 73 Business Company administration to coordinate registration and other administrative functions.
- DL Teachers – The DL teachers oversee the program and are supported by SUIIS teachers. The SUIIS teachers are available to locally support the students, although they may be working outside of their area of expertise.
- DL Educational Program - currently the DL program is only used to supplement the BC Graduation Program by offering additional electives to meet student interest.

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of SUIS Jiao Ke Campus for:

- their high commitment to offering the students an engaging and well-rounded academic program and an impressive array of extracurricular offerings;
- their commitment to ongoing professional development of staff in the area of teaching English Language Learners;
- expanding staffing roles (librarian) and admin roles (VP) as the program grows; and,
- the regularity with which teacher evaluation are being conducted.

Requirements

In order to meet the requirements of the *Offshore School British Columbia Program Candidate/Certification Status Agreement*, the Team requires that by December 30, 2012, the Authority provide the Director of International Education, responsible for BC offshore school programs, with a plan and timeline for proposed implementation of the following items:

- The School is currently out of compliance with *the Agreement* and is required to remove the non-certified teacher in question; namely, S. 22 S. 22 from classroom instruction duties by November 9. The School will be required to develop a plan for covering all classes with BC certified teachers while a certified replacement can be recruited. This plan must be sent to the Director of International Education by November 12, 2012.
- The School must obtain an exemption for Chinese 11 under sections 4 and 5 of the Appendix to Schedule A of the *Certification Agreement*;
- The School must develop and publish a tuition refund policy.
- The School must develop and publish a parental appeal policy – this recommendation was not attended too from the 2011 certification report.
- The School is required to update student records in accordance with the newly developed consent form for permission to collect, use and disclose personal information.

Suggestions

The Inspection Team encourages the Authority and School to consider:

- how the Authority, Chinese administration and BC administration can actively pursue an enhanced understanding of the BC Program so that all can work together to strategically and proactively support this program as it continues to develop;
- adding a listening component to their entrance exam;
- having The Offshore Representative, or other school employee, take increased responsibility for working with the BC Teacher Regulation Branch (TRB) to ensure that newly hired teachers who require BC

certification are moving through the certification process as expeditiously as possible;

- having a copy of the Offshore Representative's teaching certificate and current membership status on file at the School;
- having filed criminal record checks for Chinese staff translated; and,
- ensuring that all student files are up to date.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Shanghai United International School – Jiao Ke Campus (certification #10396837) continues to be recognized as a British Columbia Certified Program.



International Education Branch

Telephone: (250) 356-1404

Inspection Report

REPORT COVER SHEET 2012/2013

A. School Information

NAME OF SCHOOL Shanghai United International School – Jiao Ke Campus	
ADDRESS OF SCHOOL No.55 Wanyuan Road, Minhang District	SCHOOL MINISTRY CODE (if applicable) 10396837
CITY Shanghai, China	POSTAL CODE 201103
NAME OF AUTHORITY Xiehe Education Group	

B. Type of inspection:

- ☐ Candidate Status
- ☐ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Mr. Ron Wallsmith

Mr. Edward Noot

Signature(s)

Date of Inspection Visit:

November 5 and 6, 2012

Certification Status Inspection Report

On the

**Sino Bright School Cambridge Campus
Beijing
People's Republic of China**

November 16, 2011

A. Introduction

On November 16, 2010¹, a Certification Status Inspection was completed on Sino Bright School (SBS) in the city of Beijing, in the People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. This is the first certification inspection conducted at the new facility for SBS. The inspection team was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Ms. Janet Hitchcock, s. 22 vice-principal of a British Columbia independent school and Ms. Gloria Metzger (Chair), s. 22 Assistant Superintendent of a British Columbia public school district.

The School has an enrolment of 42 students in the grades 10 - 12 Graduation Program (source: Inspection Catalogue for Offshore School Certification, November 2010). There are also 6 students enrolled in an uncertified grade 7-9 programs.

The Authority, Sino Bright Education Company Limited (Lucky 34 Holdings), is responsible for the B.C. Program. The Authority also operates three other schools in the People's Republic of China - Sino Bright School #25 and Sino Bright School #8 both certified which are located in the Beijing area and Sino Bright School – Kaifeng which is awaiting certification.

The team met with Quan Ou Yang (President, Sino Bright Education Co. Ltd.), Ms. Yufang Sun (Superintendent and Authority representative), Ms. Iris Chan (BC Vice-Principal/Assistant Superintendent), Mr. Bob Albiston (BC Agent) and the Chinese Principal, Ms. Wang Jing of the partner Chinese School, Cambridge High School. In addition, the team met with the three teachers the day of the evaluation to explain the purpose and process of the inspection and the team reported to the staff after the completion of this inspection. The team also toured the premises, visited classrooms, met with individual teachers and reviewed relevant school administrative documents as well as teacher planning and teaching documents, including student work. The team enjoyed the opportunity to interact with the students during the visit.

The team would like to thank the Authority and administration of the Sino Bright School for the hospitality and the cooperation shown during the inspection visit.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority operates three schools under the BC Offshore School Certification Status Agreement with the Minister of Education of British Columbia with a fourth school possibly ready for Certification Status this year. The Authority has opened Sino Bright School # 25 in 2004, Sino Bright School #8 in 2007 and the Sino Bright School (ShuRen campus) in 2009. In February of 2011 the school moved from ShuRen campus to the Cambridge High School campus, which is a private Chinese School. The Authority is very familiar with the standard of care required by the Certification Status Agreement. In all cases, the Sino Bright Schools are in partnership with a larger Chinese school. As in the case of SBS #8, the SBS is in partnership with a Private Chinese School, whereas SBS #25 is in partnership with a Public Chinese School. The Authority is striving to attain a consistency of operation in all four schools with respect to policies, record keeping, purchases, and general administration.

The school has received permission to operate and that it complies with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification. The students attending this campus were relocated from the ShuRen campus in February 2011.

SBS was officially opened as a BC certified school on September 1, 2009, after having received a Candidate Status approval in April 2010 after a Ministry of Education *Candidate Status Inspection* at that time.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Authority received permission to open this school in February 2008 by the signing of the Offshore Agreement. All formal documentation with the Ministry of Education and local agreements is kept at the Authority's Head Office in central Beijing. The Offshore School Inspection Catalogue for Offshore school certification notes that a Memorandum of Understanding was signed on February 1, 2008, indicating approval of the appropriate local governments to maintain BC certification.

The facilities meet all the codes of zoning, building, fire and health of the local Municipality, as it is located within the campus of the larger Chinese school, Cambridge High School.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

In October 2010, the BC Agent resigned her position unexpectedly. After discussions with the Inspector of Independent Schools, permission was granted to appoint Bob Albiston as the Acting interim BC Agent until a suitable replacement could be found. Mr. Albiston meets the requirements for a BC Agent with the exception of the residency requirement as he lives in Beijing and is not a BC resident. As of this date, Mr. Albiston is still the Acting BC Agent for all 4 Sino Bright schools although Yufang Sun fulfills most of the BC Agent responsibilities. The team encourages the Authority to appoint a BC resident as BC Agent as soon as possible to ensure that the functions of the BC Agent can be carried out especially regarding the recruitment and hiring of BC certified teachers.

The team did examine a copy of the BC Agent's contract signed September 2011 and is able to state that the BC Agent has the authority to represent and legally commit the Authority in all dealings with the province.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SBS campus is located on the campus of Cambridge High School a private school in the city of Beijing. The school occupies a self-contained separate building.

There are four classrooms, library, multi-purpose room, art room and offices. The school has access to computer labs and science labs in the larger partner school. The school also has access to the partner school's library, music room, dance room and art room. The common grounds include outdoor basketball courts, and various other recreational areas. Another school across the street allows ready access to a swimming pool.

All students board in the dormitories of the Residence Buildings. Classrooms are used for supervised study sessions (6:30pm – 8:30pm) daily. The team visited these comfortable student rooms. Three assigned dormitory teachers supervise the students and there is appropriate medical service available to them on campus.

The Vice-Principal Iris Chan currently performs all the local administrative duties of a principal, however, each Offshore School requires an on-site contracted principal. As she also holds the position of Assistant Superintendent, she works in close conjunction with the Sino Bright Head Office and works in Head Office 1-2 days a week. She is responsible for all the personnel files and the computer-related administration records, e.g., Harts Windsor School Administration System (TESS), TRAX for all schools in the Sino Bright system.

The team confirms that the facilities of SBS are satisfactory for the instructional purposes of the 42 students enrolled.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Ministry of Education with the completed Offshore School Inspection Catalogue for Offshore School Certification as required. The team was provided with the information necessary for it to complete the inspection process. All the official documentation regarding the governance of the school is kept at the Sino Bright Head Office. Local information provided included course overviews and curriculum-related materials, as well as copies of the various policy books. All data presented were very well organized and easy to follow.

The school uses the Windsor School Administration Software program and annually extracts from it the 1701 reports for submission to the data branch of the Ministry of Education. In addition, the I-2001 reports and TRAX information are also completed and sent to the Ministry as required and requests for PEN numbers for new students have been made. No students were found to have Permanent Student Records Cards (Form 1704), as was the case in the last inspection. **The school is required to have this documentation for each student in accordance with Ministry requirements and should take steps to ensure this happens by February 1, 2012.**

The team verifies that all data requested by the Province with the noted exception is in the form required and all records and reports are in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The team examined the website of the school (<http://www.schoolbj.com>) and some promotional materials used by the school to attract students and families to their secondary school. The website clearly describes the Sino Bright Education Company's philosophy and programs and it includes a short section on Canada. The information on the website is

available in both English and Chinese. After reviewing the information outlined in all promotional materials that the team had access to, it was determined that there is consistency in the school's advertising and its policies about the certified British Columbia Program. However, the website does not contain any information specific to the SBS campus. Most of the information listed is of a general nature and the photographs posted are of the other campuses, SBS #25 and SBS #8. The team found no information on the non-certified grade 7-9 programs.

The school's tuition refund policy is detailed on the student application form. The policy is centered on the date of student's withdrawal as the factor that determines how much tuition is refunded.

The school maintains a complete and current Student and Parent Handbook with specific details related to policies and daily expectations.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Authority has paid the non-refundable application fee as well as all related inspection costs. In addition, it has also paid the regular annual costs for registering students and examination fees as described in Schedule "C" of the Agreement.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All subjects in the certified BC Program are taught in English, with the exception of the Chinese language courses (Mandarin 10, 11 and 12) and Physical Education 10. These courses are taught by locally certified Chinese teachers and are for credit in the BC Program, as allowed by the Agreement. In addition, the school also offers Chinese Art, Music and an additional ESL course using the services of the Chinese certified teachers, but these courses are not offered for credit in the BC Program. The Chinese teachers are under the educational supervision of the BC Vice-Principal. **The school must apply for a letter of exemption for Mandarin 12.**

9. *The Authority must verify that all Students entering the Graduation Program of the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply for admission to SBS must write an English Placement Test to ensure placement in the appropriate English class. The test is locally developed with an emphasis

on comprehension. This test is supplemented with a written component at the time the student actually requests admission. The results of the test are analyzed and together with the interview, admission and placement is decided. The interview forms a vital part of the placement procedure as it provides dialogue with the student about his/her motivation for joining the program.

Once students are admitted and placed, they are re-assessed in the early part of the school year to determine if their placement requires revision. Being such a small school, the teachers are able to continually assess student language proficiency. These observations dictate the support services that the student needs to be successful.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students who do not meet the requirements for the English Language Assessment are offered additional assistance through the inclusion of a Support block built into the timetable, at the end of the day. The Chinese homeroom teachers provide informal ESL/vocabulary support before classes each morning. They work in close conjunction with the BC teachers.

Another creative way of developing an appreciation for the English language and Canadian culture is the use of the school hallways and classrooms in providing the 'atmosphere' of a typical BC independent school. The school also organizes student activities of a 'Canadian' nature.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The team was informed that each student has the appropriate textbooks for the courses of study undertaken. The Authority purchases textbooks for all four Sino Bright Schools at the same time through the Head Office.

There is a small library on the same floor as the classrooms. This library has limited English resources, but it is used by the students. There is no defined budget for the library but books that are requested are generally ordered and delivered. **It is recommended the school develop a growth plan for the school library to enable the library to be used as a resource and support for ongoing classroom instruction and student learning.**

The school has a wireless network through the building and is accessible by all students and teachers.

The school is well equipped with interactive white boards, which allows for the integrated use of technology for audiovisual teaching and presentations. **The school is to be**

commended for the manner in which both staff and students integrate technology into the teaching and learning each day.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.*

The vice-principal Iris Chan holds a BC College of Teachers professional certificate issued under the *Teaching Profession Act*. She is in her second year as vice-principal of SBS. While the vice- principal is allocated 70% of her time for the administration of the Sino Bright Cambridge campus she has administrative duties at Head Office that require that she be out of the school 1 to 2 days per week. However, each Offshore school is required to have an on-site contracted principal, therefore, **the team recommends the Authority appoint a principal of Sino Bright School by February 1, 2012.** Chinese administrative staff assists the vice-Principal.

The vice-Principal is responsible for the annual evaluation of teachers, professional development, ensuring that time requirements are met, course planning, assessment and evaluation, student supervision and all administrative procedures associated with the BC program. She works closely with the Chinese Principal, Ms. Wang Jing, and other leaders of the Cambridge High School Chinese school.

The BC vice-principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

SBS employs four teachers, including the principal, to teach in the BC Program. Of these, two hold current BC College of Teachers professional certificates and two have a subject-restricted independent schools certificate which indicates that they have successfully completed the criminal record check required by the Criminal Records Review Act. One of these teachers is teaching outside the subject specific designation. The team verified each teacher's certification and validity/expiry date of his/her teaching certificate.

The indigenous program teachers all hold valid local Chinese teacher certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only*

British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.

The teachers who are responsible for the majority of the BC Graduation Program are all BC certified, either through the BC College of Teachers or the Office of the Inspector of Independent Schools. One teacher is currently teaching outside of her subject-restricted certificate. **The school must confirm that all teachers have a valid teaching certificate and only teach subjects within the restriction identified on their teacher's certification by February 1, 2012.**

As allowed by the Agreement, locally certified teachers teach Mandarin, and Physical Education courses. These teachers are directly supervised by the vice- principal and the courses they teach, with the exception of Mandarin 12, have been approved as exemptions by the Office of the Inspector of Independent Schools. **The school must apply for exemption for Mandarin 12 by February 1, 2012.**

The new teachers have undergone a program of preparation for teaching in the People's Republic of China. This program helps prepare them for living in a foreign country and includes an initial professional development day at which teachers are introduced to teaching strategies, assessment, evaluation processes and linkages to the learning outcomes of the BC curriculum. The Sino Bright Foreign Affairs personnel in the Head Office also provide assistance with visas and adapting to life in China. All new staff have a Staff Handbook for New Teachers in addition to the regular Staff Handbook

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

SBS is a secondary school that only offers the certified Graduation Program to students in grades 10 – 12 although 6 students are enrolled in a grades 7-9 program.

15. *The Authority must ensure that only British Columbia Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

Members of the inspection team visited classrooms and examined the course overviews, short-term and daily plans of teachers. They also inspected teachers' assessment and evaluation records. After reviewing these documents, the team is able to verify that only BC certified teachers plan, evaluate and provide instruction to all students enrolled in the Graduation Program, with the exception of the exempted courses stated previously. All teachers are required to complete report cards four times in each semester. Each week

parents are given a weekly summary of the achievement, attendance and behavior of their child.

Parent meetings are held whenever official reports are sent out. For parents who are unable to attend these meetings, the teachers fax or email the parents.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (i) *hours of work,*
 - (ii) *the duties of the British Columbia Certified Teacher,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The team examined the teacher contract in detail. It is a comprehensive document that contains details of all the points required, including hours of school, duties and expectations, length of school day and school year.

The salaries are described in a salary grid that is based on certification and years of experience zero to 3+ years. The salary grid also includes an accommodation allowance and an administrative allowance for vice-principals, department heads, coordinators, administrative assistants and counsellors. A financial bonus program provides teachers with an incentive to stay with the school for more than one year. All funds are payable in RMB currency.

The contract is very clearly written and, together with the Teacher Manual, provides the teachers with the information they need to know with respect to the items listed above.

The Staff Handbook consists of 10 chapters that include school procedures and policies, parent appeal procedures, teacher conduct and evaluations, school safety (fire and earthquake drills), student safety and student discipline. There is a detailed section on “Living in Beijing”, which is a guideline to assist the foreign teacher in adjusting to living in China.

To further assist new teachers there is a New Teacher Orientation Guide and the Authority has a staff orientation program that begins with a day meeting of all new Sino Bright employees, soon after they arrive. This program is provided to help ensure that all teachers

adjust to their responsibilities in a new country as quickly as possible. School administrators are readily available to help teachers with any aspects of this transition.

The Authority and the school are to be complimented for the thoroughness of the materials provided to teachers who are beginning their careers with Sino Bright schools.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

SBS meets the BC Ministry of Education's current and future requirements for Internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student registration data, TRAX data, and e-exam registration and delivery. The school uses the Windsor School Administration software for their tracking of student data and generation of Ministry-required reports. A software program that is used by the school is listed as approved in Schedule "D" of the Agreement.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

SBS has developed a well-organized Staff Handbook that provides guidelines and policies to teachers. There are clear policies on a number of student/parent-related items such as discipline and appeals as well as a number of teacher-related items such as supervision and evaluation. These documents appear to be consistent throughout the Sino Bright schools.

The school has developed for the first time this year a Student Handbook and Planner. **The team commends the school for taking this initiative that is proving helpful to students in organizing their work.**

Section 6 of the Sino Bright policy states that teachers will be evaluated on their performance, curriculum knowledge and planning, teaching strategies, assessment and classroom management. The guidelines clearly state the process of evaluation, including an appeal process for any teacher wishing to appeal an evaluation. The process of teacher evaluation results in three formal reports that are based on informal classroom assessments. The vice-principal does the evaluations of teachers at SBS and **the school is to be**

commended for the thorough and professional manner in which the supervision and evaluation process for teachers is completed.

The Superintendent evaluates the vice-principal.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The team confirms that a sufficient number and variety of courses is being offered to enable the students to meet the graduation requirements. The school operates on a semester system for the courses delivered by the BC certified teachers with each student in grades 11 and 12 taking four 80 minutes classes each day with the exception of Friday when only 3 classes are taken because of early dismissal. In addition the students take a 25 minute block Monday through Thursday and one or two 40 minute classes throughout the year from Chinese certified teachers. The students in grade 10 follow the same schedule but one block is scheduled for PE and Mandarin and is taught by a Chinese teacher. The school is in session for 189 days per year, which is sufficient to meet the minimum Ministry time requirements.

The school has registered students in grades 7 – 9 and these students have been assigned PEN numbers. Enrollment is currently 23 students in grade 7, 22 in grade 8 and 21 in grade 9. These students work together as a group because of the similarity of their English language skills. The schedule presented to the team indicates that the students should be able to complete Language Arts 7 and 8 during this school year. However, there only appears to be sufficient hours of instruction for one of these levels to be completed. Detailed course overviews had been developed for all the required courses at the grade 7 and most at the grade 8 level, but none were available for grade 9. Currently the school certification agreement indicates that the school is operating a Graduation Program (grades 10 -12). If the school is planning to continue to offer an Intermediate program application for this expansion will need to be made to the Ministry and detailed plans will need to be made showing how a sustainable program will be delivered to a small multi-graded group. **Students currently in the grade 7-9 program have PEN #'s which need to be deleted until the school receives certification for these grade levels.**

The team observed classes in session, visiting every teacher and confirms that the number and variety of courses offered from grades 10 – 12 enable the students to meet the BC Graduation requirements.

Students will complete Physical Education 10 over three years in the high school program. Every evening, Monday – Thursday, the students are engaged in 40 minutes of physical activity before they go to bed, thus meeting the Daily Physical Activity (DPA) requirements.

During the winter and summer breaks students are able to travel to BC with a chaperone from China and reside with home stay families. In addition to the opportunity to be immersed in an English-speaking environment where they experience Canadian culture firsthand, they also attend classes in a public school in Coquitlam (SD #43). The students are able to earn 4 credits during the 4 week winter program and 6 credits during the 8 week summer program. Every student travels to BC at least once during his or her 3 years in high school. The team noted the opportunities afforded the students through this program.

The team found that the school had created an atmosphere and tone similar to a BC school. **The team commends the school for the manner in which the school celebrates and displays student work and achievements.**

The team commends the school for the manner in which the new school has been so quickly molded into a school with a BC-like culture.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Sino Bright School is offering a program to students in grades 7 – 9 that is not yet a Certified British Columbia Program. However course overviews have been developed for all courses at the grade 7 level with the exception of Health and Career Exploration and English and Math 8. If this program is to continue, the school will need to take the necessary steps to become a Certified BC program.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

The school offers all the required courses and a sufficient number of electives to allow students to graduate. The electives offered include Physics 11 or Chemistry 11, Physics 11 and 12, Comparative Civilizations 12 and Math 12, all taught by BC certified teachers and Mandarin 10 – 12 taught by the Chinese certified teachers. Students are able to meet the Graduation Transition requirement.

In addition to the Graduation Program the students may participate in a Student Union, Outdoor Club, Arts Corner, Speech Contest, Pumpkin Carving and Costume Contest and the Terry Fox Run.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews were reviewed for all courses within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. The teachers provided evidence of both long term and daily planning consistent with the overviews.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) *that includes the Provincial Examinations, and*
- (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

The students in SBS participate in writing all the required provincial examinations. BC teachers invigilate and mark the required components of those examinations. The examinations are written in a large computer lab and the Chinese school fully cooperates by allowing the school sole access to the internet during that time. The school has only one year of results but they indicate a good correlation between the exam and school marks in Math 10, Science 10 and Social Studies 11. This year the school has implemented additional vocabulary classes during which the students are introduced to new words prior to them being used in their class work. The teachers are using Ministry rubrics when scoring student writing to remind teachers of the BC standard.

The team observed records of frequent and varied evaluation and assessment of student work. There was evidence that students are actively involved in project and group work and many examples of this were displayed around the walls of the classrooms and hallways. Students were seen to be actively engaged in classroom activities and discussions, or to be on task working on individual assignments. The school is encouraged to work towards limiting the amount of Chinese that is spoken in the classroom by the

students while they are working on group assignments.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school issues two formal report cards and two interim reports each semester, which include letter grades, percentages and anecdotal comments. Attendance is indicated on the report card. **The school needs to also report that the DPA requirement has been met on the final report card.**

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

There was evidence that accurate and complete student records were being maintained for each student with the exception of a completed Permanent Student Record Card (Form 1704) either in hard copy or electronic format. The school is planning to produce a Form 1704 for each student containing all the required information as outlined in the guidelines contained in the Ministry document for the completion of these forms. **The school must confirm by February 1, 2012 that each student has a Permanent Student Record Card (Form 1704) completed with all the required information.**

26. *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is well defined in the Staff Handbook and each teacher is aware of the process. The files of teachers do show evidence of thorough and professional teacher supervision and evaluations.

Examination of the teacher files indicates that they contain all the necessary documents required, including verification of the teacher's BC certification. For BC College of Teachers certified teachers, this evidence is in the form of a printout from the BC College of Teachers webpage that shows the teacher's status and expiry date of certificate. The Independent Schools certified teachers have photocopies of their current Independent Schools certificates. The criminal record check requirement is inherent in the BC certification process for both BC College of Teachers certified and Independent Schools certified teachers. The files at Head Office contain copies of the teacher's contract.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-*

appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The visiting team spent one day in the school inspecting the Authority's certified British Columbia program at SBS. This inspection process included assessing the facilities, grounds and equipment used in the delivery of the educational program. The team also met with the administration team of the school and the three classroom teachers to discuss and assess the education program offered to the students enrolled. The team spent a considerable amount of time meeting with the vice-principal to verify the day-to-day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined. In conclusion, the team is pleased to state that SBS meets all the requirements of the Agreement for certification of the BC program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The team confirms that the Authority, Sino Bright School, has written the letter that assures the province that it will provide all necessary assistance to graduates with their applications for Canadian study permits. The letter also commits to tracking the careers of the graduates as they complete their post-secondary studies. The team also confirms that the student files include signed copies of the "Consent to Collect, Use and Disclose Personal Information".

C: Report Summary – Commendations and Recommendations

Commendations

The Inspection Team commends the Sino Bright Shuren School on the:

- collegial manner in which the new school has been so quickly molded into a school with a BC like culture.
- manner in which the school celebrates and displays student work.
- thorough and professional manner in which teacher supervision and evaluation is completed.
- use of technology for teaching and learning integrated throughout the curriculum in all subject areas.

- the development of a Student Handbook and Planner for the first time this year.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 1, 2012 the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- **Develop a growth plan for the school library to enable the library to be used as a learning centre to support classroom instruction.**
- **Confirm that a Letter of Exemption is requested for Mandarin 12 and that course overviews for exempted courses have been translated and reviewed for all the required components and confirm that the BC vice-principal is supervising and regularly monitors the delivery of these course overviews.**
- **Confirm student report cards include a record of the completion of daily physical activity.**
- **Confirm that the students each have a current Permanent Record Card (Form 1704) that includes all information as required by the Ministry.**
- **Confirm that all teachers have a valid teaching certificate and only teach subjects within the restriction identified on their teacher's certification (Subject-restricted Independent School Certificate).**
- **Confirm the appointment of an on-site contracted principal for Sino Bright School.**
- **Confirm all students in the grade 7-9 program have their PEN # removed as this is not a BC certified program.**

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Sino Bright School (Cambridge) continues to be recognized as a British Columbia Certified Program.

APPENDIX A

SUMMARY OF TEACHER CERTIFICATION

Confirm that all teachers have a valid teaching certificate and only teach subjects within the restriction identified on their teacher's certification (Letter of Authorization)

Teacher's Name:

S. 22 Currently teaching Math (Science restricted certificate)

Certification Status Inspection Report

BRITISH COLUMBIA PROGRAM

at

Hayat Universal School
Doha, Qatar
October 14 and 15, 2012

A. INTRODUCTION

On October 14 and 15, 2012, a Certification Inspection was completed on the Hayat Universal School (HUBS) Qatar in Doha, Qatar, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement*. The inspection team (the Team), appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Mr. John Crawford and Mr. Ed Noot (Chair).

The School's BC Program has an enrolment of 610 students from Kindergarten to Grade Six. They plan to add one grade per year until they offer the complete Graduation Program.

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with the School's Authority, Offshore Representative, BC Principal, BC Teachers, BC Program Head Teachers, Vice-Principal (Arabic) and the Pre-School Director.

The Authority, Edu-Globe Corporation, is responsible for the BC Program along with an early childhood education pre-school program and the indigenous Qatar National curriculum for Arabic Language, Islamic Education and Social Sciences – which are offered so that HUBS students can meet BC and Qatari Educational Requirements.

The BC Program's philosophy and mission is stated as, *"providing a high quality bilingual Canadian education that balances core subjects and life skills, knowledge and application, and cultural identity and openness; all interweaved to develop students to be well-rounded individuals and life-long learners prepared for a challenging future"*.

The Team would like to thank Hayat Universal School for its hospitality, cooperation and preparedness for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Hayat Universal School's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" is printed below in *bold italics* with the Team's observations underneath each requirement.

- 1. The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***

The School Authority, EduGlobe Corporation, meets the requirements outlined above.

- 2. The Authority, subject to the prior written approval from the Province, must:***
 - (a) Operate the School in accordance with the laws of the country, province, and city where it is located; and***
 - (b) Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) Received verification from the Province that Candidate Status has been granted dated in the current school year or in the immediately preceding school year; or that Certification has been granted for the current school year.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues. Documents provided to the Team in this respect were reviewed and found in order.

Although it has been only a short time since the last certification inspection in March of 2012, a number of significant program and facilities changes have occurred. The School has added six new classes – including two grade six classes which allow their senior students to continue studies in the BC Program. The facilities have been significantly upgraded with a seven classroom addition being completed. And the administrative structure has been expanded to include a Head Teacher for Student Support Services (ELL, learning and behavioural support) along with a shared position of Head Teacher of BC Program (to assist the Principal with instructional leadership).

The School is currently certified to June 30, 2013 under the MoE certificate #10396831.

- 3. The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of the Agreement.**

The Province informed the Team that the School has demonstrated compliance with this requirement.

The Team noted and commends the Authority's strong understanding of and support for the BC Program. The Authority has embraced the vision of the BC Program and strategically and proactively supports the development of this vision at HUBS.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.**

The Authority has contracted with Mr. Keith Forshaw to act as the Offshore Representative. Mr. Forshaw meets all of the requirements outlined in Paragraph 5 of the Agreement.

The Team strongly suggests that the Offshore Representative, or other admin staff member, take increased responsibility for working with the BC Teacher Regulation Branch (TRB) to ensure that newly hired teachers who require BC certification are moving through the certification process as expeditiously as possible. The current situation with regards to teacher certification as outlined in Section 14 of this report is untenable.

The Team further suggests that a copy of the Offshore Representative's teaching certificate and current membership status are kept on file at the School.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.**

The campus of the Hayat Universal School is well suited for offering a BC program. The facilities include a main building, and three external buildings that house 34 classrooms, office space, meeting rooms, offices and washrooms.

Two new external buildings have been added to the site by the School. One is used as an administrative building while the other houses a library, IT computer lab, after school care hall, a PE storage room and washrooms for staff and boys.

The playground consists of a covered open sports court, open soccer court and a Kindergarten playground. The Team notes that current facilities are stretched given the number of classes and overall student population. The school Authority is aware of the ongoing infrastructure needs the school will require for the coming years and is developing plans to ensure a viable plan is in place. The Team suggests that this planning remain a high priority so the school can ensure adequate facilities are in place to allow for a higher student population and the addition of the Graduation Program (gymnasium, science labs and the like).

The inspection catalogue indicates that School facilities are in compliance with all local building, zoning and health regulations. School records demonstrate that the admin team monitors and addresses any safety concerns that arise.

The Team was satisfied that the present school facilities are adequate to meet the current requirements for the instruction of programs being offered.

6. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the inspection catalogue as required. The School reports that the required provincial data submissions have been or will soon be completed (1701 and I 2001) and that PEN numbers have been requested and assigned to students. The School is utilizing the TESS / Windsor School Administration Software.

7. *The Authority's Certified British Columbia Program, Student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The School has developed two excellent handbooks; one for staff and the other for parents. The handbooks are clear and comprehensive and contain all required information for members of the school community.

The School's website is comprehensive and accurate. The information contained on the website and in promotional materials is consistent with the School's current status under *the Agreement*.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Authority, though the BC certified staff, provides the Certified British Columbia Program at HUBS in English. The school also offers Arabic Language, Islamic

Education, and a Social Science course as required by the Qatari Supreme Council of Education.

- 9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.**

Hayat Universal School is presently an elementary school with plans to expand one grade per year until it offers the full BC Graduation program.

Admission is based on subjective interviews and objective testing. The initial screening is based on age (for Kindergarten entry) and past school performance as verified on student report cards no older than one year. Applicants are then subjected to an interview to determine the student's compatibility with the School program with an emphasis on English language ability. A series of entry tests specific to each grade level are administered by BC Certified teachers. Arabic teachers conduct the Arabic component of the entry assessment. Those students admitted on a conditional basis are monitored and tutored by the Student Support Program.

The School's expansion plan allows students to advance within the BC program. Consequently, admissions at each grade level are minimal and English language competency improves commensurate with the number of years in the School.

- 10. The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.**

An English language Early Childhood Program provides two years preparation for the first grade of the BC program (K2). As more HUBS students advance from grade to grade the number requiring ELL support has diminished significantly.

ELL support is offered through classroom based interventions and out of class student support services. In classrooms, differentiation is provided through self-directed and Guided Reading programs. These programs are BC teacher directed with assistance from specifically trained Teaching Assistants. Classroom teachers refer students who are experiencing difficulty to the Student Support Program. This 'pull out' program is well established and professionally managed by a long time staff member.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The inspection confirmed that the School possesses and utilizes hard cover and electronic resources sufficient to ensure the learning outcomes of the British Columbia program.

Educational Resources:

Student textbooks are ordered as early as possible from a wide variety of sources and the Offshore Representative assists with this process particularly where it relates to ordering from BC based international publishers who do not ship overseas.

Teaching and learning at the elementary levels is primarily hands-on, inquiry based and each classroom is visually stimulating and adequately resourced to enhance English language acquisition and the achievement of BC prescribed learning outcomes. Such programs as Handwriting Without Tears, 6+1 Trait Writing, Scholastic Literacy Place Programs, Digi Block and others were evident in the daily teaching by BC Certified teachers. At the Intermediate Level, BC approved textbooks are being used but it is the responsibility of classroom teachers to integrate a variety of learning resources and teaching methodology into daily lesson planning.

School Library:

The School Library houses a collection of close to 16,000 English titled books. A new Librarian is working diligently to increase the number of resources particularly guided reading sets for all grade levels.

The Library resources are supplemented by a resource 'warehouse' – an office in the main building impressively stocked with a variety of resources including HUBS specific notebooks, MY Planner booklets, and a selection of manipulatives for Math, Science and English learning. Notwithstanding the value of this facility and the growth of the Library the School is encouraged to keep expanding its supply of hands-on learning resources particularly at the Intermediate level.

Instructional Use of Technology:

Classrooms are well equipped and diligently utilize technology. Each classroom has a PC and cable internet connection. Promethean Smart Boards are evident in all intermediate level classrooms. The Computer Lab has 27 computers and additional computer resources are available for staff in staff room. Colour and black and white printers are located in administration offices.

The Computer Lab reflects the tradition of most BC classrooms with teachers utilizing the resource to complement classroom learning through project work and research opportunities.

Development Plans: Library and Technology:

The School is committed to increasing learning resources and expanding technology capability as the School grows in numbers and adds grade levels. The Team encourages this plan with particular attention to the physical size of the Library, Computer Lab and individual classrooms and the integration of technology into day to day learning. The use of technology in classroom instruction is most important at the Intermediate level where the Inspectors noted a dependence on traditional teacher directed pedagogy as opposed to learning grounded in self-directed, technology based activities.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The Principal holds a current Certificate of Qualification issued under the Teaching Profession Act. He is in his second year at this school and has been given 100% administrative time to manage the daily operations of the school. He is supported by an Arabic Vice-Principal, two BC Program Head Teachers and a Student Support Services Head Teacher, along with adequate clerical support. The Principal has 22 years of experience both as a teacher and an administrator and the Team confirms that he has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

The Principal meets with the administrative council on a weekly basis and with various administrative support staff as needed to discuss the British Columbia and Arabic programs.

The Team noted the newly expanded admin team with Co-BC Program Heads who have emerging roles and responsibilities. The Team further noted the strong and positive synergy between the BC Program admin and the Arabic admin staff.

- 13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.***

By virtue of certification (or application for certification) through the Teacher Regulation Branch of the MoE, the Principal and all teachers had consented to appropriate background checks to ensure good character and fitness for the teaching profession.

14. The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.

The School employs 28 full-time teachers in the BC program. Currently, the School offers no courses for which exemptions have been granted by the BC MoE. 24 teachers have valid Certificates of Qualification issued under the Teacher Regulation Branch of the BC MoE, while the remaining 4 have applications in process.

The Team conveyed to the Authority the necessity of having certified teachers in place at the beginning of each school year and brainstormed strategies to facilitate this.

The School is currently out of compliance with *the Agreement* and is required to provide the Director of International Education with a plan to provide direct supervision of non-certified teachers in the areas of planning, assessment and reporting. This plan should be received by the Director by Monday, October 22nd. The Director must also receive notice upon the certification of each teacher who is out of compliance, namely:

S. 22

The School is encouraged to contact the TRB as soon as possible to do everything it can to facilitate the expedient completion of the four applications. The TRB has indicated that the following information is required to complete the certification assessment.

S. 22

Staff files were found to be well organized and contain all required documentation. The Team noted the extensive Professional Development offered to staff at HUBS – beginning with a well-designed summer self-study program for teachers new to the BC

Program and the School. Several well planned staff development days are hosted prior to school opening and several Saturday's are designated for ongoing professional development throughout the year.

- 15. *The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.***

The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or in the case of the approved exemptions by the locally certified teachers, **notwithstanding the recommendations contained in section 14 of this report.**

Provision for the reporting to parents is covered in section 24 of this report.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:***

- (a) hours of work,***
- (b) the duties of the British Columbia Certified Teacher,***
- (c) the teaching assignment,***
- (d) accommodation provided or available,***
- (e) length of school day,***
- (f) length of School Year,***
- (g) salary and benefits,***
- (h) travel arrangements,***
- (i) medical expenses,***
- (j) applicable work permits.***

A review of the contract indicates that the terms and conditions of employment at HUBS have been clearly laid out and agreed upon by all the current teachers. The contract is comprehensive and competitive and addresses all areas required by *the Agreement*.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspect of this transition. Accommodation for teachers is organized by the school Authority and includes school sponsored apartments with teachers living geographically close together. The school provides transportation both to and from school, for weekly shopping trips, and for special occasions.

Staff files contain the required documentation, including signed consent forms relating to the *Freedom of Information and Protection of Privacy Act*, R.S. B.C 1996 c. 186.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

Hayat Universal School does not as yet offer the BC Graduation Program.

The School uses Harts / Windsor (TESS) to manage and transfer all required Ministry data including PEN numbers, student data collection form 1701 and 1-2001 report for each certified teacher. Qualified staff members are responsible for applying for PEN numbers and 1701 verification.

The Province informed the Team that it has no compliance-related issues with the School regarding this standard.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The School has developed staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are well organized and comprehensive. The Team was pleased to note fully developed emergency, fire and evacuation plans for the school. All required policies are outlined in sufficient detail.

Internal communication between admin and teachers is ongoing and effective. The school also communicates regularly and effectively with parents.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

The School calendar indicates instructional hours slightly exceeding those required. The Inspection Team confirms that the School meets the subject, instructional time, and learning outcomes set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order under the Independent School Act, and enactments referred to in that order as such are applicable to the class of certification held by HUBS.

20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

The October 2012 inspection process took place over two days and during that time the Inspection Team observed every BC classroom teacher. The Team is satisfied that HUBS offers a K-6 program consistent with the expectations and requirements of Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

At all levels the Inspection Team observed:

- well-appointed, if not slightly crowded, classrooms that were visually appealing and instructive for students;
- extensive documentation provided through the administration that informs all staff of BC expectations;
- a pervasive, positive teaching atmosphere that informs interactivity in the classroom;
- competency and commitment amongst BC certified teachers which reflects positively on the quality of education being offered at HUBS;
- a range of pedagogy from satisfactory to excellent but all focused on the delivery of BC prescribed learning outcomes;
- sufficient and recognized resources to deliver the BC program including hard cover textbooks, guiding reading programs, manipulatives, a well-stocked Library and resource room, and a variety of IT options including a Computer Lab, classroom PC's and smart boards; and,
- assessment strategies consistent with Ministerial expectations and sufficient to adequately inform parents of their child's progress.

Primary Program (K-3):

The Primary Program at HUBS is driven by interactivity and learning variety delivered through integrated units of study. English language competency predominates in each subject area and/or theme and the implementation of a guided reading program, morning message, self-directed learning and IT integration all contribute to the success of individual students. Where children are having difficulty, a well-established student support program is in place (see Section 10.)

Student assessment is based upon a set of criterion referenced Performance Standards supplemented by anecdotal notations. For example, the School assessment program 'School Wide Writes' uses a key writing performance standard rubric for each grade. BC Performance Standards are the main tool for assessment.

Intermediate Program (Grades 4-9):

The Intermediate Program is relatively new at HUBS. This is the first year that Grade 6 has been offered and it is intended that the School will add the next grade in consecutive years, until the facility is a full K-12 BC school. The School has lofty goals for its Intermediate Program including integration of technology, development of higher order thinking skills in classroom teaching and materials, even including metacognition. However, this soon in the School year and this early in the expansion program the Team observed a more traditional classroom pedagogy dependent on teacher directed instruction and seating in rows. This was most evident in the all-boys Grade 6 classrooms. There were certainly examples of self-directed learning, smart board delivery, differentiated student groupings and inquiry based instruction and the Team commends and encourages the expansion of this methodology at the Intermediate Level.

Across the School program the Team noted a 'disconnect' between the documentation and professional development provided by the School and the day-to-day planning of the teachers. The BC teachers are encouraged to develop daily lesson plans that clearly articulate the link between content/resources/assessment strategies and BC learning outcomes for each period.

- 21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.***

HUBS does not offer the BC Graduation Program.

- 22. The Authority must:***
- (a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
 - (b) ensure that no significant discrepancies between school grades and provincial exams results occur; and***

HUBS does not offer the BC Graduation Program.

(c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.

HUBS uses the British Columbia Performance Standards in reading, writing and numeracy in all grades. They are the main presentation method of assessment at Hayat Universal School.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with this Schedule.

HUBS does not offer the BC Graduation Program.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.

Formal reporting occurs three times a year supplemented with a Parent-Teacher Conference early in the Fall. The report card shows student performance on each subject.

The Primary report card uses a scale of: Not Yet Meeting, Approaching, Meeting and Exceeding expectations. The Primary report includes a rubric explaining the performance labels, an introduction of pertinent individual student data, and a valuable anecdotal comment. The report is issued in both English and Arabic.

At the Intermediate level, academic progress in each subject area of the BC program is indicated using letter grades: A, B, C+, C, C- and F. An 'incomplete' is always indicated before a letter grade of F is assigned. Performance on sub components within

each subject are reported using a number scale correlated to Primary performance labels; for example, 4: Exceeds Expectations. The Intermediate report includes administrative data such as attendance records and an anecdotal comment section which clearly articulates each child's strengths and weaknesses.

The Team observed evidence of regular and sustained communication between teachers and parents, including parent appointments, email and telephone conversations.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

Student files are kept in locked cabinets in a locked office in the administration building. The files are well maintained and contain all necessary documentation, including PR cards with PEN numbers. The Team shared with the School the newly developed consent form for collection, use and disclosure of personal information by a BC Offshore School Program. **The School is required to update their student records using this new form.**

26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.

Teacher and Principal evaluation policies are established and clearly outlined in the staff / administrative handbook. There is little evidence on file to suggest that evaluations are being conducted as per policy. The Team suggests that teacher evaluations occur as per school policy and was assured that this will occur.

Teacher files are well maintained and include copies of certification, contracts, freedom of information consent forms and resumes. These files are securely stored in an admin office.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers,

and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

In conducting the Certificate Status inspection of Hayat Universal School - Qatar, the Team toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. Notwithstanding the requirements as outlined below, the School is offering a BC program that meets the requirements of the *Offshore Agreement*. The School is planning to add grades each year until they offer the complete Graduation Program. They are keenly aware of the requirements of the Graduation Program and plans are well in place to ensure their students will adequately meet these.

The Team is entirely satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The School is not yet teaching the Graduation program and so is not involved in helping students to obtain Canadian Study permits.

The consent to collect, use and disclose personal information will be updated as outlined in section 25 of this report.

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Hayat Universal School for:

- the manner in which the Authority has embraced the vision of the BC Program and strategically and proactively supports the development of this vision at Hayat Universal School;
- newly expanded admin team with emerging roles;
- positive synergy between BC Program admin and Arabic admin; and,
- the extensive professional development offered to staff at the School.

Requirements

In order to meet the requirements of the *Offshore School British Columbia Program Candidate/Certification Status Agreement*, the Team requires that by December 1st, 2012 (with the exception noted below), the Authority provide the Director of International Education, responsible for BC offshore school programs, with a plan and timeline for proposed implementation of the following items:

- The School is currently out of compliance with the Agreement and is required to provide the Director of International Education with a plan to provide direct supervision of non-certified teachers in the areas of planning, assessment and reporting. This plan should be received by the Director by Monday, October 22, 2012.
- The School must provide the Director of International Education with confirmation that all teachers in the BC Program are BC certified by November 30, 2012. The issue of non-certified teachers must be addressed expeditiously and is considered a concern by the Ministry of Education. The Authority is advised that it must ensure that only BC certified teachers deliver the BC curriculum and that hiring must occur to allow sufficient time for teachers to apply and have received a BC Certificate of Qualification prior by the first day of school in September in upcoming years.
- The School is required to update student records in accordance with the newly developed consent form for permission to collect, use and disclose personal information.

Suggestions

The Inspection Team encourages the Authority and School to consider:

- having The Offshore Representative, or other school employee, take increased responsibility for working with the BC Teacher Regulation Branch

- (TRB) to ensure that newly hired teachers who require BC certification are moving through the certification process as expeditiously as possible;
- having a copy of the Offshore Representative's teaching certificate and current membership status on file at the School;
 - maintaining facilities planning as a high priority so the school can ensure adequate facilities are in place to allow for a higher student population and the addition of the Graduation Program (gymnasium, science labs and the like);
 - encouraging teachers to develop daily lesson plans that clearly articulate the link between content/resources/assessment strategies and BC learning outcomes for each period; and,
 - ensuring that teacher evaluations are conducted as per policy.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Hayat Universal School in Qatar (certification # 10396831) continues to be recognized as a British Columbia Certified Program.



International Education Branch

Telephone: (250) 356-1404

Inspection Report

**REPORT COVER SHEET
2012/2013**

A. School Information

NAME OF SCHOOL Hayat Universal School Qatar	
ADDRESS OF SCHOOL Box 6124	SCHOOL MINISTRY CODE (if applicable) 10396831
CITY Doha	POSTAL CODE n/a
NAME OF AUTHORITY EduGlobe Corporation	

B. Type of inspection:

- ☐ Candidate Status
- ☐ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Mr. John Crawford

Mr. Edward Noot

Date of Inspection Visit:

October 14 & 15, 2012

**Offshore British Columbia Program
Certification Status Inspection Report
On the
British Columbia Academy
In
Mohali, Punjab
March 19th and 20th, 2012**

A. INTRODUCTION

On March 19th and 20th, 2012, a Certification Status Inspection was completed on the British Columbia Academy (BCA), offered in the city of Mohali in the Punjab, India as of September 2009. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met. Mr. Joe Colistro, a BC independent school superintendent, was appointed as the Inspector in accordance with the Agreement, to conduct this on-site inspection.

The School offers instruction in grades 6-11. This year due to declining enrolment and a delay in the construction of the new school the Authority is only seeking certification in grade 10-11. The school will be adding grade 12 of the Graduation Program next year. In grades 6 through 9 the Authority is offering the BC program and is intending to certify grades 8-12 once the new school is complete, hopefully during the later part of the 2012-2013 school year.

Many of the students come from various parts of North America, including Canada and the United States. BCA offers students the best of a Canadian program while allowing the students the experience of the Punjabi culture.

In conducting the review, meetings and discussions were held with representatives of the school authority, BC principal, Indian administrator and BC staff. The certification inspection consisted of a review of the facilities, resources, administrative practices and procedures, student and staff records, course overviews, daily lesson plans, and student work. At the conclusion of the visit the Inspector met with the school authority, BC principal, Indian administrator, and staff, to thank them for their cooperation during the visit and to share the findings and summarize observations. The BC agent was intending to come to India for the inspection but due to last minute unforeseen circumstances was unable.

The Inspector would like to thank the British Columbia Academy for their hospitality and preparedness for the inspection visit and the BC agent who phoned in on a number of occasions to answer questions.

The Inspector commends BCA for the level of support and commitment provided by the BC agent, Authority, and the Indian and BC principal.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

- 1. *The Authority, subject to the prior written approval from the Province, must have***
 - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,***
 - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.***

The BCA has been in operation since August, 2009 and is currently providing an education program to 12 students in grades 10 - 11. Certification Status was granted to BCA after a successful Certification Status Inspection on March 15th-16th, 2010.

The Authority for the operation of the BCA as identified on the application is the Canada India British Columbia Authority. The Authority retains overall ownership, financial responsibility, provision of resources, staff employment, and is the governing body for all operations.

- 2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

A review of the written documentation dated July 9, 2009, gave evidence of approval and support from the Government of Punjab for the Authority to offer a BC program.

It was evident through discussion with the Authority that there is strong government support for the British Columbia program being offered at BCA.

- 3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.***

The Authority has secured the services of Andrea Dulay as the British Columbia Agent. The British Columbia Agent is a certified BC educator and meets all of the requirements set out in paragraph 5 of this Agreement.

The BC agent maintains a close relationship with the school and administration providing support as required. The BC agent is very committed to the success of the

school and BC program and is looking forward to the expansion of the program in the new facility.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The program continues to be delivered out of the new wing in the Saupins School in Mohali. The Authority has the use of 5 classrooms, office space, a shared computer lab, staff and student washrooms, and an outdoor basketball court and soccer field.

The school also has the use of a nearby sports complex which enables student's an opportunity for swimming, various individual and team sports as well as horseback riding. About 50% of the students in the BC certified program live in dormitory facilities in a nearby housing complex referred to as the student hostel. The Inspector had the opportunity to visit the hostel and view the sleeping and eating facilities for students and staff.

The school Authority has purchased 14 acres in Mohali and construction is underway to build a new school that will accommodate a significant increase in student enrolment. The Inspector had the opportunity to visit the property where the new school is to be constructed. The Inspector was pleased to hear that the Honourable Christy Clark, Premier of British Columbia, attended the sod turning ceremonies that were held for the new school in January 2012.

The Inspector commends the Authority for meeting the challenges of constructing a new school and the commitment to future growth through the efforts to build a new and well resourced facility.

The new facilities are designed to provide classroom and office space, specialty classrooms, teacher accommodations, student housing, and extensive play fields that will enable students to participate in a variety of sporting activities. The first phase is now expected to be completed in the early spring of the 2012/13 school year.

The Inspector was satisfied that the present school facilities are adequate to meet the current requirements for the instruction of programs being offered and with the completion of the new school will be well positioned to deal with anticipated increases in enrolment.

The Inspector commends BCA for enrolling students who appear to be happy, are excited about learning, and keen to succeed.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the inspection team with a detailed Inspection Catalogue as required. A Parent, Student and Staff handbook were available for the Inspector to review. Each provides valuable information pertaining to the policies and operation of the school.

The school verified that the transfer of all data relating to the registration of students and exam marks is on schedule as required. All records and reports are available in English.

It was confirmed that the school principal will ensure that all school data and examination data (TRAX) is forwarded to the Ministry in a timely manner.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Authority has developed a website that describes the school's philosophy and programs, including the parent handbook and school policies. In addition a brochure is also available for perspective parents. This year due to declining enrolment and a delay in the construction of the new school the Authority is only seeking certification in grade 10-11. The school website and brochure should be updated to accurately reflect school certification.

Recommendation: review promotional materials and the website and to ensure the school certification is accurately described.

The claims currently made by the school regarding the academic programs offered, student accommodation, fees, school policies etc. was consistent with the school's practice.

The Inspector noted that for the most part information on the School's website is updated but encourages the school to keep information as current as possible. It is evident that efforts have been made to ensure the website is a useful tool for current and perspective parents.

The school has developed three handbooks, for students, parents and staff. The handbooks, recently updated, contain useful information for members of this school community.

7. ***The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule “C”.***

The Authority has made provisions for the payment of all applicable fees and related inspection costs.

8. ***The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

The BCA program is offered entirely in English except for courses that the school is seeking exemption; Punjabi language 10-11-12, and a BAA course, Punjab 18th – 19th Century.

The School understands that requests for exemptions, as outlined in Schedule A of the Offshore Agreement, should be directed to the Director of International Education.

Recommendation: Confirm the request for an exemption for the Punjabi language and Punjab History course.

9. ***The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

English is a recognized language of instruction throughout India. Upon entering the school one is aware that the English language is predominantly used for discussion. Students are required to write an essay upon application to the school. The essay is graded by the school principal or a teacher and then the student is given an oral interview with the BC principal or Indian administrator. In addition to the assessment of writing and oral fluency students are assessed in numeracy to ensure they will be successful in the BC program. The principal has approved, and is responsible for, the administration of the English Language Assessment.

10. ***The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

Currently there are only a few ESL students registered in the school and these students are well served and supported by BC teachers who are working in very small class sizes of 5 and 7. As the school continues to grow however, the need for increased support will be required. It is anticipated that the Authority will hire a BC certified teacher for the coming year to provide ESL support for students.

As ESL instruction is a key essential element to the development of a successful program it is suggested that the school continue to focus on the implementation in a meaningful and purposeful way.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

BCA works closely with the BC agent to provide resources for staff and students. Resources are purchased from Canada and from local suppliers in India. The principal, Indian administrator, and BC agent work together to place the necessary orders for delivery prior to the start of the school year and as required throughout the year. Full sets of BC textbooks and teacher resource materials have been purchased and are being used in the delivery of instruction. Teachers supplement these resources with material they brought over from Canada.

Each student in grade 10-11 has their own laptop and access to wireless internet. This has proved very useful for staff and students in preparing reports, research and other technology related assignments. Students also have access to 25 computers and internet resources in the school and at the hostel for research.

A SMART board, available in one of the classrooms, is used on a regular basis to deliver the program of studies.

The school continues to provide access to library resources through the local state library where the school has purchased a membership. Students visit the library on a regular basis to borrow and exchange books. The school continues to purchase resources and anticipates that a functional library will be set up once they move to the new school.

The school is deemed to have adequate resources to offer the BC Program and is well aware of the need to purchase resources in a timely manner as the program expands to Grades 12.

12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties

set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.

The current principal was hired in January to replace the previous principal who left unexpectedly. The newly hired principal is familiar with the school, having been a teacher during the school's first year of operation. He has been given minimal administrative time to manage the daily operations of the school but is well supported by the full-time Indian administrator.

This is the principal's first year as an administrator, but he has ^{S. 22} plus years as a BC educator. The principal oversees 3 teachers and is responsible for the day to day operation of the school ensuring that satisfactory standards are met regarding implementation of the B.C. Curriculum, student progress, policies and procedures, teacher certification, professional development, resource acquisition, safety, programming, and other requirements as established by the British Columbia Ministry of Education.

The school also employs an Admissions Dean/Indian Administrator who is highly efficient and aware of the varying needs of the school. She has served the school well since it opened, in particular this year during the transition between the two principals. She completes many tasks such as, the maintenance of staff and student records, liaison with the BC agent, assessment of incoming students, and translating and communication with parents on all aspects of student life.

The Inspector commends the local Indian Administrator for her efforts in providing continuity and stability to the school.

The Inspector confirms that the BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

The School employed 5 teachers (principal included) in the Certified BC Program at the start of the school year. At the end of the first semester two teachers returned to British Columbia. All hold professional certificates, are current members of the BC College of Teachers and have successfully completed a criminal record check as a precondition of certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a*

Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.

This year there have been 5 teachers responsible for delivering grade 10-11 of the BC Graduation Program. All hold current certification through the British Columbia College of Teachers.

The school also employs two Indian teachers who deliver the Punjabi language course where exemption is being sought and a BAA Punjab History course that the school is also seeking exemption and has requested and received BAA approval. It is suggested that the Authority make their request, in a timely manner, for course exemptions being considered.

Recommendation: Confirm the request for an exemption for the Punjabi language and Punjab History course.

- (b) ***With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.***

BCA offers a Certified BC program for grades 10 and 11 only.

15. ***The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.***

The Inspector confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers except as noted below.

Psychology 11, and IT 10, scheduled in the second semester were being taught remotely by two BC teachers. At the request of the Inspector and in conversation with the Director of International Education this arrangement has been changed whereby a local BC certified teacher at the school is now responsible for the delivery of these courses.

Recommendation: Confirm the change has been made to use a BC certified teacher at the school to deliver Psychology 11 and IT 10.

Provision for the reporting to parents is covered in section 24 of this report.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:***
- A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:***
- (a) *hours of work,***
 - (b) *the duties of the British Columbia Certified Teacher,***
 - (c) *the teaching assignment,***
 - (d) *accommodation provided or available,***
 - (e) *an estimate of the cost of living in the area where the School is located;***
 - (f) *length of school day,***
 - (g) *length of School Year,***
 - (h) *salary and benefits, and***
 - (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and***
- B. *For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:***
- (a) *the duties of the British Columbia Certified Teacher, and***
 - (b) *the teaching assignment,***

The terms and conditions for employment at BCA have been outlined and accepted by all teaching staff. The contract offered to teachers is relatively competitive and comprehensive. Aspects relating to remuneration, housing and meals and living in India are outlined in the contract.

Due to the small size of the school one of the biggest challenges is retaining teachers and administrators. The school has been able to recruit quality staff but they tend to stay for only a year or less. It is hoped that with the completion of the new facility and increased enrolment, the Authority will be able to attract teachers and administrators who will stay for longer periods of time.

A new teacher orientation, planned by the BC agent and Indian Administrator, is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. The Authority, BC principal, BC agent, and Indian Administrator are readily available to help teachers with any aspect of this transition.

Staff files are well organized and kept in locked file cabinet. The Admission Dean/Indian Administrator reviewed with the Inspector the documentation currently in teacher files, which included copies of the teacher's application, contract, visa and other required Ministry forms such as the I-2001.

The Inspector commends the school for the strong commitment of the teaching staff, and a strong desire to see students succeed.

- 17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.***

The grade 10's wrote their first provincial exams in April 2011 in English, Science and Math, followed by English 10 and Social Studies 11 in November of 2012. Over 80% of all students passed the exams and student's marks were extremely consistent with the school assigned mark.

During the first writing of provincial exams the school experienced some minor glitches but these have been rectified in subsequent writings.

The Inspector was reassured that the computers available to the BCA are deemed adequate for the purposes required by the Ministry (administrative data transfer and access to e-exams).

The school uses the Turbo-Trax program for administrative purposes. This is used, as needed, for the transfer of graduation transcript data to be submitted to the BC Ministry of Education.

- 18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.***

Policies and procedures can be found in the Student, Parent, and Staff Handbook. Policies have been completed in a number of areas including a student code of conduct,

discipline, student admission, parent appeals, student supervision and the evaluation of teachers.

A Teacher Evaluation policy has been developed and was available for review. Teachers are subject to a review of their teaching performance on a yearly basis. Evaluations, conducted by the school principal also include the review of course overviews and informal and formal classroom visits.

The principal is evaluated by the BC agent.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

BCA offers a full complement of courses in the Grad program. Instruction in grade 10 includes English 10, Foundations of Mathematics and Pre-Calculus 10, Science 10, Social Studies 10, Planning 10, Drama 10, Information Technology 10, Physical Education 10 (to be completed in 2012-2013), and Punjabi 10.

Instruction in grade 11 includes English 11, Foundations of Math 11, Biology 11, Drama 11, Social Studies 11, Punjabi 11, PE 11, and Psychology 11.

The requirements for Daily Physical Activity are met within the Physical Education program that provides 30 minutes of instruction per day.

All courses listed on the timetable indicate sufficient time has been allocated to meet the ministry requirements.

The team confirms that the BC program at BCA meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

BCA provides a Certified BC program in grade 10-11 only.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order*

302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.

BCA has developed a program that will enable students to satisfy the British Columbia graduation requirements over a three year period. Credits are attained through completion of a required number of core and elective courses.

Courses are currently offered at the grade 10 and 11 level. The Inspector was provided with a three year plan, grades 10-12, that demonstrates that students will have access to a sufficient number of courses to satisfy the requirements of the Graduation Program Order. The school is encouraged to continue to fine tune the three year plan taking into consideration what courses students might require to be accepted into preferred post secondary institutions.

Recommendation: review the three year plan taking into consideration what courses students might require to be accepted into preferred post secondary institutions.

22. *The Authority must*

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.***

Course overviews, for each course in the Certified British Columbia Program, have been developed and identify the main elements including content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) *that includes the Provincial Examinations, and*
- (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

The Inspector observed that teachers are providing ongoing and meaningful student assessment. Student assessment consists of a variety of classroom based activities, oral and written reports, journal writing, quizzes, tests, student self assessment and participation. Teachers have developed a good system for documenting student results. Results are communicated to parents at parent meetings and through interim reports.

It was noted that sufficient assessment is occurring to assess student progress in achieving intellectual, human, social and career development.

Students wrote English 10, Math 10 and Science 10 provincial exams in April 2011 and Social Studies 11, English 10, in November 2012, and will be writing Science 10 and Math 10 in April 2012.

- 24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.***

Formal report cards are issued three times a year, along with two informal interim reports. Report cards are printed in English. The school currently holds parent-teacher conferences after each reporting period. Parents who live abroad are mailed the report card. The report card includes a record of attendance, letter grades, and percentages that follow BC specifications. All courses and components of the Graduation program are reported on.

The Admission Dean/Indian Administrator is available as a translator during parent-teacher conferences and throughout the year at the request of parents.

- 25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.***

Students enrolled in the BC Program have been provided with a Ministry PEN number and these have been reported to the province on the appropriate Ministry forms.

Student files are kept in a locked cabinet in the Admission Deans office. The Admission Dean/Indian Administrator is responsible for maintaining and updating the student records. The permanent student records (1704) are kept in a secure office area.

Student information is available and well organized. These files include admission forms, report cards, assessment results, passport, visa, medical information and the required consent forms. The Inspector was reassured that electronic documents are being backed up on a dedicated server in BC.

- 26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.***

Teacher evaluation policies are in place and have been communicated to all staff. Due to the unforeseen departure of the principal in January teacher evaluations have not been completed. The new principal is committed to completing the evaluations before the end of the school year.

The principal evaluation is to be completed by the BC agent.

- 27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.***

In conducting the Certificate Status inspection of British Columbia Academy, the Inspector reviewed administrative practices and records, inspected facilities, grounds and buildings, visited classrooms, spoke with staff and students, and examined teacher planning and student assessment.

The School is offering a Certified BC program that meets the requirements of the Offshore Agreement. The School is planning to complete the Graduation Program by adding Grade 12 in the 2012-2013 school year. They are aware of the requirements of the Graduation Program and plans are in place to ensure their students will be able to adequately meet these. As noted in Item 21 the school is encouraged to review the three

year plan taking into consideration what courses students might require, to be accepted into preferred post secondary institutions.

The Inspector is satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The School is aware of their upcoming obligation to assist students in acquiring Canadian Study Permits, and tracking graduates in post-secondary studies. The Inspector encourages BCA to continue to explore this issue in a proactive and assertive manner as they move towards offering the full graduation program.

The Province's form entitled "Consent to Collect, Use and Disclose Personal Information" has been distributed and collected from all students and is in the student files.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspector thanks the Authority, BC agent, BC Principal, Indian administrator, and the staff of British Columbia Academy for the cooperation received during the time of the inspection. Specifically it commends the school for:

- ✓ meeting the challenges of constructing a new school and the commitment to future growth through the efforts to build a new and well resourced facility.
- ✓ enrolling students who appear to be happy, excited about learning, and keen to succeed.
- ✓ the level of support and commitment provided by the BC agent, Authority, and the Indian administrator and BC principal.
- ✓ the Local Indian Administrator for her efforts in providing continuity and stability to the school.

- ✓ the strong commitment of the teaching staff, and a strong desire to see students succeed.

Recommendations

In order to continue to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Inspector recommends that the Authority responds in writing, by May 15th, 2012, to the following recommendations:

- Review promotional materials and the website and to ensure the school certification is accurately described.
- Confirm the change has been made to use a BC certified teacher at the school to deliver Psychology 11 and IT 10.
- Confirm the request for an exemption for the Punjabi language and Punjab History course.
- Review the three year plan taking into consideration what courses students might require to be accepted into preferred post secondary institutions.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspector recommends to the Director of International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of International Education, the British Columbia Program offered at the Canada India British Columbia Academy continues as a Certified British Columbia Program.

Certification Status Inspection Report

British Columbia Program

at

Canada Zibo No. 11 Secondary School

Zibo, Shandong Province, People's Republic of China

October 15, 2012

A. INTRODUCTION

On October 15, 2012, a Certification Inspection was completed on Canada Zibo No. 11 Secondary School (CZSS) in Zibo, Shandong Province, People's Republic of China termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement*. The inspection team (the Team), appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Claudio Morelli and Raymond Sutton (Chair).

The School's BC Program has an enrolment of 84 students, in Grades 10 - 12. The School is part of the larger Zibo No. 11 Middle School (ZMS) which enrolls in excess of 3,000 students in Grades 10-12

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with the School's Authority, Offshore Representative, BC Superintendent, BC Principal, BC Teachers and the leadership of the "host" school.

The Authority, Canada National Education Centre, is responsible for the BC Program but works closely with ZMS in recruiting students for the BC Program.

As it states in the School's literature: "The school is dedicated to preparing its students for success in a rapidly changing world by providing a supportive learning environment that recognizes and respects individual differences, encourages students to challenge themselves and promotes excellence. The school's main purpose is to provide a B.C. High School Education program that meets or exceeds the standards of the B.C. Ministry of Education and by doing so will ensure that students meet or exceed the graduation requirements. Our goal is to graduate B.C. educated students who can successfully enter post-secondary institutions in Canada."

Canada Zibo No. 11 Secondary School: BC Offshore School Program

October 2012

During the day the Team spent in the School they saw evidence of the staff's commitment to helping their students achieve the stated goals.

The Principal and all three teachers are new to the School this year. **The Team commends them on the way they have settled in and developed positive relationships with each other, the students and with the Chinese school administration**

The Team would like to thank Canada Zibo No. 11 Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Canada Zibo No. 11 Secondary School's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" is printed below in *bold italics* with the Team's observations underneath each requirement.

1. ***The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***
2. ***The Authority, subject to the prior written approval from the Province, must:***
 - (a) ***Operate the School in accordance with the laws of the country, province, and city where it is located; and***
 - (b) ***Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) ***Received verification from the Province that Candidate Status has been granted dated in the current school year or in the immediately proceeding school year; or that Certification has been granted for the current school year.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

3. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for***

Canada Zibo No. 11 Secondary School: BC Offshore School Program

education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of the Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.***

The Province confirmed to the Team that the present Offshore Representative meets all the requirements set out in the Agreement.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The BC Program is primarily housed in a separate building (International Building) from the rest of the school. The space provided is more than adequate to accommodate the program and consists of classrooms, a BC Program library, offices, teacher work areas and a meeting /drama room. Chemistry, Physics and Computer labs are available in an adjacent building. The campus has outdoor sports areas and a large gymnasium complex which students in the BC Program have access to.

- 6. The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Team confirms that all data requested by the Province, including the Inspection Catalogue, has been submitted in a timely and appropriate manner. The Team further established that all records and reports are in English.

- 7. The Authority's Certified British Columbia Program, Student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

The Team was able to establish that the information contained in the School's promotional material was consistent with the School's practices. Items such as

tuition and refunds are controlled by the Zibo Bureau of Education who have policies in place that cover all schools under the city's authority.

- 8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

The Certified British Columbia Program offered at CZSS is taught in English except for Mandarin 10, Mandarin 11, Mandarin 12 and Physical Education 10. These courses have been exempted in writing by the Director of International Education for the BC Ministry of Education.

- 9. *The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

The Team confirms that CZSS students have completed an English Language Assessment developed by the School administration. The entrance exam, which consists of reading, writing, listening and speaking components, is administered, invigilated and assessed under the supervision of the Principal and teaching staff. The entrance exam is a major component for entry into the program and since its revision the students who have met the criteria and entered the program have had greater success in meeting the learning outcomes.

- 10. *The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

The School is providing additional ELL support for students who have not met the minimum criteria of the entrance exam. Support includes a mandatory block of English Language Learning per week taught by Chinese staff and all Grade 10 students receive an additional block of ESL 10 as part of their weekly timetable. This is a BAA course which the School has received approval to offer. The School is also implementing a Drama 10 course for all Grade 10 students which specifically focusses on vocabulary and oral language development.

The parents of students who do not initially meet the entrance exam criteria are also informed that an additional semester or year may be required for the students to successfully complete the Graduation Program.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The School has a small yet accessible collection of library resources available for the students. A variety of fiction books with varying reading levels are present with some non-fiction resources. The School has purchased additional resources this year which are available for staff to use in classes and for students to borrow.

Currently there is no schedule of specific times when the library is open for students. **The Team suggests that to increase opportunities for students to read and to increase the circulation of books, a library schedule be set and that staff and students be informed.**

Textbooks and teaching resources are available to staff and are being utilized. Teaching staff are also utilizing instructional technology tools and resources to teach classes. Laptops, LCD projectors, and audio visual resources are effectively used for lesson planning, preparation and instruction.

Students have access to a fully functioning computer lab consisting of 32 computers which is available throughout the day. Teachers bring classes to the lab and students also have access to the internet when supervised by staff.

Although CZSS has committed funds to increasing its fiction resources a development plan for the library and technology resource area is not in place. **The Team suggests that CZSS begins a process of planning for the development of a library and technology plan** once the new Principal and staff have settled into their new positions and instructional plans are well underway.

12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.

The Principal holds a valid BC teaching certificate. He has had 22 years of teaching experience in BC and other Canadian provinces as well as internationally. For a time he was the vice principal of a school in Manitoba. The Principal has been delegated the authority necessary for him to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.

- 13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.**

All teachers are BC certified and therefore have had appropriate background checks completed to ensure good character and fitness to be a teacher.

- 14. The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for courses for which the Province has granted an exemption in writing.**

The Team confirms that all courses with the exception of the courses for which the Province has granted an exemption in writing are taught by BC certified teachers.

- 15. The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.**

The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or, in the case of the approved exemptions, by the locally certified teachers.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:**

- (a) hours of work,**
- (b) the duties of the British Columbia Certified Teacher,**
- (c) the teaching assignment,**
- (d) accommodation provided or available,**
- (e) length of school day,**
- (f) length of School Year,**
- (g) salary and benefits,**
- (h) travel arrangements,**
- (i) medical expenses,**
- (j) applicable work permits.**

The Team carefully reviewed the contracts as signed by the British Columbia Certified Teachers and the School Authority and found they were clearly written and included all of the information identified above. The Team also discussed with every teacher

Canada Zibo No. 11 Secondary School: BC Offshore School Program

whether they felt what they were experiencing in reality was in line with the contracts. Without exception they all stated they felt the Authority had lived up to the conditions and terms of the contract. The Team specifically asked about accommodation, living conditions and payment of utilities. None of the staff expressed any concerns. The consensus was that the accommodations although Spartan, were equipped with all the basics, were spacious, clean and conveniently located. They also shared that up to the time of the Team's visit they had experienced no difficulties in terms of payment of salaries, fees, utilities, etc.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

The Province informed the Team that it has no compliance-related issues with the School regarding this standard.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The Team reviewed a number of comprehensive and detailed documents including a staff handbook and a parent/student handbook which specifically outline the policies and procedures related to the provision of the CZSS Program. Graduation Program requirements, student admission, student discipline and reporting to parents are examples of pertinent policies detailed in the handbooks.

An exemplary staff handbook is provided to and reviewed with all staff. The handbook provides information on conditions of employment, staff meeting schedules, teacher evaluation processes, reporting student progress to parents, planning for instruction and assessment expectations.

The Team commends the School on the excellent system that is in place, overseen by the Superintendent that ensures all documentation is in place, up to date and readily available.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

All courses listed on the timetable indicate that CZSS exceeds or meets the instructional time that has been allocated to meet the Ministry requirements for 4-credit courses. The Team confirms that the BC Program the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

CZSS offers a semester schedule with a maximum of 5 periods per day. Each period consist of 45 minutes of instructional time. Students are also offered Chinese course options in the early morning prior to the beginning of the Graduation Program courses. It is during this time that Grade 10 students receive additional English Language Learning instruction.

- 20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.**

N/A

- 21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.**

CZSS offers a wide variety and number of core and elective courses in the Graduation Program which will enable students to satisfy British Columbia graduation requirements. The team notes that the School has the necessary structures in place to support the Graduation Program, including the delivery of full courses in Planning 10 and a process for students to complete Graduation Transitions 11 and 12. A detailed and specific Graduation Transitions Program booklet is completed by students under the supervision of the School Principal. In addition, Daily Physical Education requirements are being met through a daily exercise time for all students. In addition all Grade 10 students complete Physical Education 10.

The School has received permission in writing to exempt Mandarin 10, 11, 12 and PE 10 by the Ministry of Education.

22. The Authority must:

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and**
- (b) ensure that no significant discrepancies between school grades and provincial exams results occur; and**
- (c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program. N/A**

Detailed and comprehensive course overviews for all subjects being offered were reviewed. Course overviews for the first semester courses were completed in great detail and included content, teaching strategies, assessment and evaluation strategies as well as timelines. Second semester course overviews will be completed and submitted for review to the School administration prior to the completion of first semester.

Observations of other planning documents including daybooks and mark books confirmed the implementation of planning as outlined in the previews and overviews.

The School administration is aware of the discrepancies between school and exam marks with particular attention on English 12. School administration and staff will review examinations by comparing their assessment strategies and marking rubrics with Ministry published assessment resources as a strategy in addressing this issue.

The Superintendent shared that last year the grade 12s received their acceptance letters from Canadian universities and colleges before writing the final examinations and a number of the students made the conscious decision not to make an effort in the exams. Some students staying in the English 12 examination room for as little as 30 minutes.

- 23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.**

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with this Schedule.

Through classroom visits, observations of student work, reviewing the teachers' record of marks and course overviews the Team confirms that the staff of CZSS are providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. Students are registered and write all required Provincial Examinations as per the BC School Act and are supervised, invigilated and assessed by BC teachers.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.

Formal report cards are issued twice per semester. The report card includes letter grades that follow Ministry of Education specifications. All courses that are part of the Graduation program are reported to parents.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

The Team reviewed the student records and found them to be complete and up to date. Health forms are completed at the time of admission and included in the student files. Currently the School does not enrol any students with medical concerns but a process is in place to ensure medical alerts are added to the 1704 forms.

All student files include a signed "Consent to Collect, Use and Disclose Personal Information" forms.

The files are stored in the Principal's office and backed up electronically using the TESS management software.

26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site

Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.

The School has in place a policy that all teachers and the Principal are to be evaluated annually. All the staff at CZSS are new this year so there are no evaluation reports in their files. A review of the files of the staff who were at the School last year shows that they were all evaluated. This year the plan is that the Principal will evaluate the teachers and the Principal will be evaluated by the Superintendent.

- 27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.***

The Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering the Certified BC Program and reviewed records, administration, operations, teacher certification and student achievement. All items have been inspected to determine if the School meets the requirements of the Agreement for the certification of the BC Program and to ensure continuity and sustainability for the delivery of the program.

- 28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.***

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28

Distributed Learning (DL) Courses

The School does not offer any Distributed Learning courses at this time

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Canada Zibo NO 11 Secondary School and commends them on:

- The manner in which the new staff have settled in and developed positive relationships with each other, the students and with the Chinese School administration
- The excellent system that is in place, overseen by the Superintendent that ensures all documentation is in place, up to date and readily available.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Canada Zibo No. 11 Secondary School continue to be recognized as a British Columbia Certified Program.



Ministry of Education
International Education Branch
Telephone: (250) 356-1404

Offshore School Program
Inspection Report

REPORT COVER SHEET
2012/2013

A. School Information

NAME OF SCHOOL Canada Zibo No. 11 Secondary School	
ADDRESS OF SCHOOL 119 Liuquan Road, Zhangdian District	SCHOOL MINISTRY CODE (if applicable)
CITY Zibo Shandong Province	POSTAL CODE 255086
NAME OF AUTHORITY Canada National Education Centre	

B. Type of inspection:

- ☐ Candidate Status
- ☒ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Claudio Morelli

Raymond Sutton

Date of Inspection Visit:

October 15, 2012

Certification Status Inspection Report

on the

Chongqing Maple Leaf International School

**No.1 Maple Leaf Road, Yongchuan District, Chongqing
People's Republic of China**

November 14 & 15, 2011

A. INTRODUCTION

On November 14th and 15th, 2011, a Certification Status Inspection was completed on Chongqing Maple Leaf International School (CMLIS) in Yongchuan District, Chongqing, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The Inspection Team (the Team) was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Mr. Doug Lauson, Superintendent of a British Columbia independent school system and Mr. John Crawford, independent consultant on International Education. Mr. Lauson was the chair of the team.

The School has an enrolment of 259 students, in the Grades 10 - 12 graduation program (source: Inspection Catalogue for Offshore School Certification, August 22, 2011). At the time of the inspection, the Team was informed that the enrolment had increased slightly to 262 students.

All students are enrolled in the BC program. However, the number of BC courses that a student takes at the Grade 10 level is dependent on his/her English language proficiency. Students may be enrolled in the BC program entirely, or partially. Students in need of additional English language support are enrolled in the Language Elective Program (LEP) that consists of either the Foundations Program or the Bridging Program and are therefore only partially registered in the BC program with one or two courses. All students are working towards earning a BC Dogwood certificate.

The Authority, Maple Leaf Educational Systems is responsible for the teaching of the BC Program. The Authority also operates several other BC program schools in the People's Republic of China. All MLIS schools are British Columbia certified schools and are located in the People's Republic of China.

On the morning of November 14th, the inspection team met with the BC teachers to explain the inspection process. During the two-day visitation, the team members met with the BC Principal, BC teaching staff, the Chinese Headmaster, Counselor General and the Superintendent of Schools.

The inspection team visited teachers' classrooms, viewed teachers' long-term, short-term and daily planning and assessment records and student work. School policies, student and staff handbooks, relevant documents, student files and teacher files were also examined. At the conclusion of the inspection, the Team met with the staff to share its observations and to give oral comments on the inspection.

The Team would like to thank the CMLIS staff for their hospitality and preparedness for the inspection visit. The preparation of relevant documentation proved to be very helpful in assisting the expediency of the inspection. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

- 1. The Authority, subject to the prior written approval from the Province, must have***
 - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,***
 - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.***

Chongqing Maple Leaf International School began in September 2009 with 32 students. Since then, the school has grown to 262 students. The growth of the student population over the years has been marked, with an anticipation of reaching maximum enrolment within four to five years. The school currently enrolls one international Canadian student, the rest being Chinese nationals.

The school offers the British Columbia 2004 Graduation program with four homerooms of Grades 10 and 11 and one of Grade 12. The core subjects are offered with electives in Fine Arts and Information Technology. All students are required to take Fine Arts (Drama) as it assists in their English language acquisition.

The school was inspected by the BC Ministry of Education in August 26, 2009 for Candidate Status Inspection, which was successful. The first Certificate Status Inspection took place several months later in November 2009, followed by a subsequent inspection in November 2010. The last inspection identified two areas that the school needed to correct; completion and insertion of the *Consent to Collect, Use and Disclose Personal Information* form in student files and ensuring that the I-2001 teacher forms have been submitted to the Ministry of Education. The Team confirms

that both recommendations have been satisfactorily completed. The current Certificate Status is valid until June 30, 2012 as verified by Certificate #10396815.

2. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

The Team received a binder from the school administration that contained copies of the various permits and Chinese government documents that verify that CMLIS operates within the laws and bylaws of the Yongchuan District in the city of Chongqing, Peoples Republic of China. Therefore, the Team verifies that the Authority has received approval from the appropriate government offices to construct, occupy and operate Chongqing Maple Leaf International School.

3. ***The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.***

School records indicate a letter to the Inspector of Independent Schools from Mr. Sherman Jen, Chairman, Maple Leaf Educational Systems, appointing Ms. Susanne Penner as the British Columbia Agent for Dalian Maple Leaf International School and all future Maple Leaf schools that will open in other cities in China. A response letter from the Inspector of Independent Schools dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all the requirements set out in paragraph 5 of the Agreement including citizenship, residential status and teaching certification.

4. ***The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The CMLIS campus is a large campus consisting of several buildings that can educate up to 1,500 students. A security gate and guards at the main entrance protect the campus. There are six buildings that comprise the educational, administrative and boarding facilities:

- Main Teaching Building: Most of the teaching takes place in this five-storey building. It houses classrooms, a small library, science labs (two currently in use) and three computer labs, plus school administration offices (Chinese Headmaster, Principal, Head Teacher, Counselor General) as well as staffrooms for both the BC and Chinese staff.
- Administration Building: As the school grows larger, the administration offices of the school will expand into this five-storey building that is identified by the

tall clock tower. Currently, only the 500-seat theatre is used for Drama classes and school performances.

- **Gymnasium:** The construction of this large facility has just been completed and it is in the process of being cleaned for its first use on November 24, 2011 when the visiting North American university recruitment teams will be visiting CMLIS. It houses two standard basketball courts with lines for volleyball and badminton. The three-storey structure has change rooms, classrooms, dance studios, table tennis rooms and a pool table room.
- **Dormitories:** The two six-storey dormitories house boys and girls in separate buildings. The dormitories are under the supervision of the Chinese Headmaster, the Chinese Counselor General and Chinese counselors.
- **Cafeteria Building:** This is a two-storey facility that provides hot food to the boarding students and staff. The entire campus is cash-free and food is purchased using a debit card-like system. Students and staff are offered the fixed meal, or a variety of other options at an additional cost.

The centre of the campus is a 400m artificial rubberized track, surrounding the regulation sized soccer field that is covered with artificial turf. There are also four outdoor basketball courts, three volleyball courts and a field area for ball hockey. The manicured grounds are serviced by a maintenance staff that ensures that the school is kept clean and safe.

The Team concludes that the CMLIS facilities more than meet the requirements of the BC program.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority submitted the Inspection Catalogue to the BC Ministry of Education as required and an updated version was included in the binder/flash drive given to the Team upon its arrival. The Team confirms that the school submitted all the required Ministry data in the form of the 1701 and I-2001 data. The school offered one grade 12 course last Spring and successful, TRAX data and provincial exam registration did take place. The Team anticipates that, with the first graduating class in June 2012, the school administration will once again successfully complete the required data submissions.

The school uses the Harts Systems Windsor/TESS school administration software to track student demographics and academic achievement. The Team examined the Windsor/TESS data and verifies that appropriate student data is being collected and electronically stored. All records and reports are in English. Due to secretarial personnel changes since last year, the principal has assumed the role of managing the Windsor/TESS school administration system. The Team understands that the school intends hiring and training an administrative assistant to assume this role.

6. ***The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

The Team met with the Counselor General and examined Chinese student records that included admission forms, insurance data, tracking records of student home trips, awards information, bussing agreements, minutes of weekly counselor staff meetings, student club activities and records of community service. The Team was impressed with the work done by the Counselor General and his nine staff members in working with students to ensure their appropriate social development while at school.

CMLIS is a member school of the Maple International Educational system of schools and therefore follows the regulations and policies of the organization with respect to registration protocols, tuition rates, refunds for withdrawals part way through the school year, etc. The Team examined the promotional materials, including visiting the Maple Leaf Educational systems website. The Team confirms that all promotional materials are consistent with school practice in terms of programs offered, boarding facilities, school facilities, tuition fees and other materials.

7. ***The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".***

The Team was informed that the pre-paid application fee, one-time student registration fees, all applicable examination fees (2010-11) and annual inspection fees as set out in Schedule C of the Agreement are paid by the Maple Leaf Head Office in Dalian.

8. ***The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

All courses in the British Columbia program are taught in English with the exception of Mandarin 10, 11 and 12. Examination of school records revealed a letter (April 30, 2008) from the Ministry of Education granting such exemptions. The Authority operates several BC graduation program schools in the People's Republic of China and has system-wide approval granting locally certified teachers to teach Mandarin 10, 11 and 12.

The instruction in these courses by the local Chinese teachers is appropriate and satisfactory to the Team.

9. ***The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

CMLIS requires that all students applying for admission to the BC program complete an English language proficiency test and undergo an interview with the Principal or Head Teacher. The assessment test has been developed for Maple Leaf International schools and has reading, writing, listening and speaking components. Students who are successful in attaining a satisfactory grade, and who pass the interview, are admitted into the BC program through one of three programs; Foundations Program, Bridging Program or BC Grade 10 program. Students with identified weaker skills are placed in the Foundations Program; students with satisfactory language skills enter the BC Grade 10 program directly; students with pre-existing skills that need to be further developed are placed in the Bridging Program. Re-assessments are done in the first three weeks of the semester and if capable, students are transferred to the next level program. All students enrolled in the school take at least one course of the BC program and are therefore enrolled in the BC program.

The school does not use any assessment data older than one year.

10. ***The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

In addition to the provisions stated in the #9 above, the school requires that all students complete a Board Authority Approved (BAA) course, Introduction to Literature 10, before enrolling in English 10, and a similar BAA course, Introduction to Literature 11, before grade 12. These courses have been specifically developed by Maple Leaf schools to assist students in acquiring the English language in a practical and usable manner so that they can be successful in their graduation goals.

To achieve these goals, the school employs additional staff to work in the Language Elective Program (LEP). These educators may be local nationals or English-speaking Western educators who are able to meet the requirements of the LEP program. This year, the school is fortunate to have a BC certified teacher and another well qualified English-speaking individual among the LEP staff.

The Team commends the Maple Leaf Educational system for its development of these BAA courses and the program put in place to assist students in further developing their English language skills.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team determines that there is an adequate supply of textbooks available to enable students to complete their courses of study. However, there is not necessarily one textbook per student and the library collection is limited to the 1,500 titles that were available since last school year.

CMLIS has had the unfortunate experience of having their ordered resources being further delayed due to the delivery vehicle of the Chinese transportation company catching fire, resulting in the destruction of the resources. These resources are covered under insurance, and have been re-ordered, but their arrival date is unknown.

One of last year's school goals was to establish Internet connectivity for the school library. This has not been accomplished to date. In view of the loss and consequent delay of library resources, the school is encouraged to explore the possibility of expediting the introduction of Internet connectivity into the library to allow current students access to research materials. The library is operated by a library technician, who is responsible for maintaining and administering the books using a bar-code system, and assisting teachers in finding appropriate resources, both online and in print.

Computer access and Internet capability through the school are adequate for program needs. The school has three Internet-wired labs with limited wireless in each of the classrooms. Each classroom has a different WEP security password. Each teaching classroom has a ceiling-mounted LCD projector, which is used extensively in day-to-day teaching.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal holds an interim Professional Certificate of Qualification (teaching certificate) from the Office of the Inspector of Independent Schools that was issued under the Independent Schools Act. This certificate expires in 2013. The principal has had 23 years teaching experience of which 13 have been in administration. He is in his third year as principal of CMLIS, having started it in 2008 as its first principal.

The role of principal is described in the Maple Leaf Educational Systems policies and it includes administering and supervising the BC Program in its day-to-day operation by

working with the teachers to ensure that the BC curriculum (IRPs) are taught in an appropriate manner, to a satisfactory standard. He is also responsible for evaluating teachers. The principal is hired as a full-time administrator and given the authority to fulfill the functions and duties described in Section 1.01 of the Agreement.

At CMLIS, the principal is assisted by the Head Teacher, who has an allocated 50% time for administration, 25% for supervising the LEP program, and 25% for his teaching responsibilities.

The Chinese Headmaster is responsible for the overall operation and supervision of the entire school and he works closely with the BC Principal.

- 13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.BC 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.***

CMLIS employs 15 FTE teachers, including the principal, in the BC Program. All but two teachers are certified through the BC College of Teachers (BCCT), each with a record on file indicating practising status to June 30, 2012. The teacher's criminal record check, as described in the *Criminal Records Review Act, R.S.BC 1996, c. 86*, is verified through his/her certification.

The Mandarin teachers are Chinese nationals and the School has evidence of each teacher's local certification.

- 14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.***

Most teachers who are responsible for delivering the BC Program are appropriately certified. The Team was informed that two teachers' BC College of Teacher certificates are in being processed by the BCCT.

The Team recommends that the school provide evidence to the Inspector of Independent Schools that these two teachers are appropriately certified to teach the BC program.

The local courses of Mandarin 10 and 11 are taught for credit within the BC Graduation Program and are taught by locally certified teachers.

In the past year, 11 new teachers have joined the staff, and over the past two years, the turnover of staff has been 13 teachers. This turnover is relatively high, but the principal and superintendent are continually working towards encouraging teachers to stay rather than return home to their native countries. The Team is confident that, as the school develops its own character and tradition, a core number of teachers will choose to stay for several years beyond their initial two-year contract. The anticipated future growth of the school and expansion of courses offered will be an incentive for teachers to choose CMLIS as their school.

During its short history, no teachers have been disciplined or dismissed.

- (b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.***

CMLIS does not offer a Kindergarten to Grade 9 Program.

- 15. The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.***

During the two-day inspection, the Team visited every teacher's class and examined the long-range, short-term and daily planning documents. The Team also examined teacher assessment and evaluation records. The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians are the responsibilities of BC certified teachers and that these duties are carried out satisfactorily, meeting all requirements.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:***

- A. For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:***

- (a) hours of work,***
- (b) the duties of the British Columbia Certified Teacher,***

- (c) *the teaching assignment,*
- (d) *accommodation provided or available*
- (e) *an estimate of the cost of living in the area where the School is located;*
- (f) *length of school day,*
- (g) *length of School Year,*
- (h) *salary and benefits, and*
- (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*

The teacher contracts are standard in all MLIS institutions. The Team reviewed the terms of the teacher's contract with the principal focusing on the nine points listed above. In addition, the Team examined actual teacher files and contracts, and reviewed the document Teachers Handbook, Policies and Procedures, Year 2011-12 that is developed by the Head Office in Dalian. The Team confirms that the school meets all the employment requirements of the Agreement.

The Team verifies all teacher contracts are on file in the administration office and that each teacher has signed the *Consent to Collect, Use and Disclose Personal Information* form. Teacher files are kept in the Principal's office and they contain limited day-to-day education information.

Teachers attend an orientation day in Vancouver before leaving for Chongqing. This day is dedicated to helping new teachers understand the culture of the Chinese people, nature of teaching in a school with a high proportion of ESL students, company culture and what it means to live and work in a foreign country. This MLIS-wide orientation day is supplemented by the local school when the teachers arrive in China. Teachers are supported in their pedagogy by regular meetings and professional development discussions.

17. ***The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.***

The school campus includes three computer laboratories with a total of 90 computer workstations for student use. They are installed with internet capability and the necessary hardware and software requirements to enable the writing of provincial exams. At this point in its growth, the student population is small enough that the

writing of electronic examinations does not pose a technical difficulty. However, the administration is encouraged to carefully monitor the increase of student enrollment in future years to ensure that the technology availability keeps pace with the growth, always enabling the administration of e-exams according to the Province's requirements.

The teachers each have their own computer in the staffroom, as does the principal and support staff. The school uses the Windsor Web TESS school administration software that is operated by the principal, who transfers all necessary data to the Province.

- 18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.***

CMLIS follows all the policies and procedures developed by the Head Office of the MLIS organization. The Team reviewed the recently updated Policy Manual that MLIS has developed for all its schools that offer the BC Program. The Manual covers policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of staff.

In addition, the Student Handbook includes General and Academic information as well as Student Responsibilities. There is a detailed section on discipline. The student handbook includes Chinese translations of the policies.

The school maintains a school website that details almost every aspect of the school's program, campus life, extra-curricular activities, tuition costs, etc. (http://www.mapleleafschools.com/ML_Chongqing_International/index.html). The Team commends the school and MLIS for providing such transparent information to students, parents and the public.

- 19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.***

The Inspection team confirms that CMLIS offers the British Columbia curriculum within its graduation program. Documentation and observation confirms that subject offerings, instructional time and prescribed learning outcomes meet Ministry requirements as set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and relevant enactments for the Class of Certification held by the school.

A review of the school calendar confirms that 920 hours of annual instruction are offered – exceeding the 850 hours requirement.

The Team commends the staff for its determination to challenge student capabilities and encourage higher order thinking skills. For example, the Grade 11 Literature program included poetry comparisons difficult for second language learners. As well, the Inspection Team visit coincided with Remembrance Day in Canada and red poppies were evident in the school and utilized as curriculum enhancement in classrooms. Such a flavour of Canadian culture in a foreign setting adds to the authenticity of the BC offshore school program.

- 20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.***

Chongqing Maple Leaf International School offers only the BC Graduation Program at the Grades 10, 11, 12 levels.

- 21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.***

The BC Graduation Program is delivered to Grade 10, 11 and 12 students over two semesters. The school calendar is divided to provide an equal number of weeks before and after the mid-year break.

Students in Grade 10 are offered; Language Arts 10, Introduction to Literature 10 – a Board /Authority Authorized Course as part of the Language Elective Program (LEP), Social Studies 10, Mathematics 10, Science 10, Physical Education 10, Planning 10 including drama and information technology projects that integrates content from other subjects. Mandarin is taught by locally certified Chinese teachers.

Students in Grade 11 are offered; Language Arts 11, Introduction to Literature 11 – a Board/Authority Authorized Course as part of the Language Elective Program (LEP), Social Studies 11, Mathematics 11, Chemistry 11, Physics 11, Physical Education 11, Drama 11, Art 11. Mandarin is taught by locally certified Chinese teachers.

Students in Grade 12 are offered; English 12, Writing 12, History 12, Mathematics 12, Chemistry 12, Physical Education 12, Drama 12 and Video Arts Media Technology 12. Mandarin is taught by locally certified Chinese teachers.

It is noted that students also have access to an Academic Advising Centre staffed by BC certified English teachers.

The courses offered will enable students to meet the requirements of the BC Graduation Program by the end of their Grade 12 year.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.***

Course outlines, with content carefully articulated to British Columbia Prescribed Learning Outcomes, teaching strategies consistent with quality British Columbia instructional standards and fair and objective assessment methodology confirm the schools adherence to the BC curriculum. Staff and administration are very focused in their commitment to B.C standards and students clearly understand that they are acquiring BC education skills. The Team observed as many classes as possible in the time allotted and it offers the following comments:

English, and particularly English language acquisition skills, is an area of focus in the school. The Team commends the school for its innovative Language Elective Program (LEP). This program provides students with the opportunity to join the school at a level commensurate with their language skills. They are able to progress through Foundation and Bridging courses, which include British Columbia prescribed offerings such as Drama and Physical Education. The program option assists students in maintaining enthusiasm and success in the BC Graduation Program. The program also includes one-on-one assistance through the Academic Advising Centre. The School continues to 'fine-tune' the LEP and the Team encourages them in this initiative.

The Team noted a significant differential between the average Grade 10 Exam mark (50%) and the average School Mark (72%). The Team encourages the school to design strategies specifically to address the English 10 school mark and exam mark correlation differences.

Mathematics and Science course outlines are articulated to BC learning outcomes. It was encouraging to see students enthusiastically preparing labs and employing their creative skills. Science students were excited to prepare and demonstrate their learning

through the 'Egg Drop Experiment'. Mathematics students were required to utilize oral presentation skills to explain mathematical concepts.

Fine Arts subjects challenged the individuality of Chinese students. It was noted that the school auditorium provided an expansive venue for Drama classes. Student motivation in Visual Arts Media Technology 12 was such that students produced a video production of 'motion picture' quality from script writing through finished product. The enthusiasm for this cross-curricular project spilled over to lunch times and evenings.

Information Technology is paired with Planning 10 through the semester system. It is noted that IT learning is complemented and enhanced through project work in other subject areas.

The Physical Education program has had to be adaptable awaiting completion of the new gymnasium. The staff is to be commended for innovation and flexibility. They make classroom based lessons interesting – including 'mini-basketball' to answer questions, and turned the third floor balcony into an aerobics course during inclement weather. The school offers a 20-minute Tai Chi class every morning to start the day.

Social Studies is particularly challenging for international students in a foreign culture. However, the learning outcomes are being met and innovative strategies employed. Chinese student tenacity is to be commended in this subject area and the encouragement and adaptability of staff is critical in achieving the learning outcomes.

In summary, Chongqing Maple Leaf International School is offering a BC Graduation learning program consistent with the expectations and demands of the BC Ministry of Education. The school is innovative and energetic in meeting the needs of its students. The atmosphere amongst staff is congenial and the attitude towards students is supportive and encouraging. The day-to-day classroom routine is positive and successful.

23. ***The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program***
- (a) ***that demonstrates Student progress in achieving intellectual, human, social, and career development,***
 - (b) ***that includes the Provincial Examinations, and***
 - (c) ***that demonstrates that all the Students are taught in accordance with this Schedule.***

Classroom visits, one-on-one discussions with teachers and administrators, careful analysis of daily lesson plans and assessment instruments confirm that Chongqing

Maple Leaf International School demonstrates satisfactory progress in student intellectual, human, social and career development. It was noted that this was the first year that a full complement of BC Grade 12 program courses were available including Biology, Chemistry, Physics, English, Introduction to Literature, Writing, Information Technology, Social Studies, Mathematics, Physical Education and Drama and the Team confirms that these courses meet BC Ministry expectations.

- 24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.***

The school communicates monthly with parents through the Counselor General's office and when necessary, letters related to discipline and illness are issued from the Principal's office.

Achievement reports are sent home each quarter (mid-term and final in each semester) and an electronic version is in the planning stage. Report cards are given to the Chinese Counselors who fax/email them to the parents. The report cards are generated by the Windsor TESS system, in conjunction with MarkBook, a software program used by teachers to track student achievement.

Chongqing's Staff and Student Handbooks are a valuable learning reference and the Team looks forward to the completion of a similar resource for parents.

- 25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.***

The Team had extensive discussions with the principal of the school regarding student records. Although the school has met the recommendation of the November 2011 inspection, in which the school was required to have all students sign the *Consent to Collect, Use and Disclose Personal Information* form. The student records were not filed appropriately. The English inspected records were in piles on the counter in the main office instead of in individual student files as is typical in a school. The school has purchased boxes of hanging file folders and is in the process of rectifying the situation.

The principal uses the Windsor TESS school administration program to keep 1704 student records electronically and to generate the report cards. There were no hardcopies of the 1704 data nor observable hardcopy inclusions available for review.

The plans of the school include hiring and training a secretary to use the Windsor TESS program and to be responsible for student records and filing. The principal assured the Team that the student records will be consolidated as soon as that occurs.

The Team recommends that the student records be consolidated, sorted and filed in individual student files and secured in appropriate locked filing cabinets.

The Team also examined the Chinese student records that are stored separately from the English student records. These records were stored in the Counsellor General's Office and Admissions Office. These records include application forms, personal information data, behavior and discipline records, awards certificates for various non-academic and academic achievements, copies of materials and letters sent home to parents, etc. These records were stored by grouping and in the typical Chinese-style cardboard filing boxes. (For clarification, it is usual practice in offshore schools that the boarding students are under the supervision of the Counsellor General of the school and his counselors. These Chinese personnel are not part of the BC program but they are responsible for the students in all areas other than while the students are attending the BC program).

- 26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.***

Maple Leaf International Schools Human Resources policy states teachers are to be evaluated by the Principal in the first year of employment and then every five years thereafter. The Principal indicates that he has begun evaluating teachers and random examination of teacher files provided evidence to support that the policy is being followed. The Principal is to be evaluated by the Superintendent sometime in the balance of the school year.

Teacher files include each teacher's certificate and university credentials, signed *Consent to Collect, Use and Disclose Personal Information* form and verification of practising status. As mentioned previously, the administration is in the process of re-organizing the filing systems of the school.

- 27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-***

appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

As described above, the Team spent two days ensuring that the Agreement clauses of the contract between MLES and the Minister of Education are being appropriately followed by CMLIS. This annual on-site inspection included an assessment of the facility, grounds and equipment as they pertain to the delivery of the BC Program. This inspection also included a review of student and teacher records, office files, government documents, student and staff handbooks, local and system-wide policies and protocols, day-to-day operations and specific examination of the educational program.

The Team is pleased to state that the school meets the requirements of the Agreement.

- 28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.***

The BC Agent wrote a letter to the Province on November 9, 2010, indicating that all Maple Leaf International schools will provide assistance to graduating students with respect to applications for Canadian study permits and will track graduates' post-secondary careers in accordance with the Province's directions. In practice, the school adheres to the intent of the process for assisting graduates in their pursuit of post-graduate institutions for further study.

All students have signed the Province's form entitled "*Consent to Collect, Use and Disclose Personal Information*."

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

COMMENDATIONS

- The community of the staff is noticeable for a group that has been together for less than three months. The collaboration and support for each other is commendable. The enthusiasm that each teacher brings to the staff community is infectious to the others and the care shown to students is outstanding.

- Tone of the school is conducive to learning – students show enthusiasm for learning and doing well.
- The leadership of the principal who has a vision for the school guides the development of the staff, but he also allows the freedom to have input and to be a contributor to the school's vision in each their own way
- The support for the school from the senior administration in Mr. Zhou, Chinese Headmaster, Susan Penner, Superintendent and Sherman Jen, CEO, is outstanding.

RECOMMENDATIONS:

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- Confirm that the two teachers whose BC College of Teachers certificates were 'in process' during the inspection have current valid BC teaching certificates
- Confirm that the student records are consolidated, complete, sorted and filed in individual student files and secured in appropriate locked filing cabinets.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Chongqing Maple Leaf International School be recognized as a British Columbia Certified Program.

APPENDIX A

SUMMARY OF TEACHER CERTIFICATION

Confirm that the following teachers have a valid BC teaching certificate and only teach subjects within the restriction identified on their teacher's certification or Letter of Permission:

Teachers' Names:

s22

Certification Status Inspection Report

British Columbia Program

At

Suzhou Industrial Park Foreign Language School - BC High School

Suzhou, Jiangsu Province, People's Republic of China

October 9-10, 2012

A. INTRODUCTION

On October 9th and 10th, 2012, a Certification Inspection was completed on Suzhou Industrial Park Foreign Language School - BC High School (SIPFLS-BC) in Suzhou, Jiangsu Province, People's Republic of China, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement* (the Agreement). The Inspection Team (the Team), appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Claudio Morelli and Raymond Sutton. Mr. Sutton chaired the team.

The BC Program is the senior high division of Suzhou Industrial Park Foreign Language School (SIPFLS). The entire School enrolls 401 students in Pre-school through Grade 12. The School's BC Program covers Grades 10-12 and has an enrolment of 121 students.

In addition to the above programs the School operates a small Global Assessment Certificate (GAC) program that prepares senior high school students to write the ACT examination for admission to American colleges and universities.

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with representatives of the School's Authority, the Offshore Representative, BC Principal, BC Teachers, the Principal of SIPFLS and the Director of International programs.

The Authority, Suzhou Industrial Park Oriental Education Investment Co. Ltd., is responsible for the operation of SIPFLS and the BC Program.

The BC Program is committed to:

- Develop responsible and educated citizens by providing an environment that expects and encourages respect for each other and the community.

Suzhou Industrial Park Foreign Language School - BC High School
BC Offshore School Program – October 2012

- Uphold rigorous academic standards through a variety of teacher and learning strategies so that all students may acquire the skills, the knowledge and the work ethic to become contributing members of an evolving society.
- Provide diverse extra and co-curricular activities to complement the academics, creating a rich variety of valued and supported offerings.
- To prepare both Chinese national and international students for entry into international post-secondary institutions.

During their two days in the School the Team were very aware of the commitment of the staff to achieving these goals.

The Team would like to thank SIPFLS for its hospitality, cooperation and preparedness for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects Suzhou Industrial Park Foreign Language School: BC High School's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" is printed below in *bold italics* with the Team's observations underneath each requirement.

1. *The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.*
2. *The Authority, subject to the prior written approval from the Province, must:*
 - (a) *Operate the School in accordance with the laws of the country, province, and city where it is located; and*
 - (b) *Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *Received verification from the Province that Candidate Status has been granted dated in the current school year or in the immediately preceding school year; or that Certification has been granted for the current school year.*

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues.

3. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of the Agreement.***

The Province informed the Team that the School has demonstrated compliance with this requirement.

4. ***The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.***

The Province confirmed to the Team that the present Offshore Representative meets all the requirements set out in the Agreement.

5. ***The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

SIPFLS and the BC Program moved to its current 13 acre plus site in September 2011. The campus consists of two classroom blocks, a large gymnasium, an administration building, two dormitory buildings, a staff accommodation building, a cafeteria and support buildings. The buildings are well designed, modern and well maintained. In addition to the buildings there is an artificial turf soccer field and an all-weather athletic track. The adequate outside play areas includes basketball and tennis courts.

The BC Program has an adequate number of classrooms, specialist areas such as Science labs, Computer labs, Music room, Art room and meeting room space. The library is currently housed in a large classroom in the administration building. There is additional classroom space available for the School to expand in the future and the site has been laid out to allow for the addition of more buildings as needed.

The School is well equipped throughout with adequate equipment for instructional purposes.

6. ***The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Team confirms that all data requested by the Province, including the Inspection Catalogue, has been submitted in a timely and appropriate manner. The Team further established that all records and reports are in English.

- 7. *The Authority's Certified British Columbia Program, Student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

Most of the promotional material is in Chinese but the Team was able to establish to its satisfaction that the School's practices and offerings are consistent with the information provided online and in the published materials.

- 8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

All courses in the BC program are taught in English with the exception of Mandarin 10 for which the School has received an exemption in writing.

- 9. *The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

The Team confirms that all students entering the BC Program undergo an English Language assessment which is supervised, administered and evaluated by native English speaking staff. The student's listening, speaking, reading and writing skills are assessed. The results of the English Language Assessment are used, along with other relevant information, to determine acceptance into The BC Program. The English Assessment currently being used is newly implemented but in a short time has demonstrated a positive correlation with an increase in the number of successful course completions for the Grade 10 students.

- 10. *The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

The School has implemented a Foundations Program this year which enrolls students who did not meet the minimum scores on the English Language Assessment. The Foundations Program is a one year program that focuses on providing instruction in Language Arts, Social Studies, Science, Mathematics, Music and Life Skills. The program is under the control of the BC Principal and is taught by a BC certified teacher, with part time help, but it is not part of the British Columbia Certified Program. The program's goal is to prepare the students to successfully meet the assessment criteria of the entrance exam and to introduce the students to vocabulary, topics and knowledge they will meet in the BC Grade10 Program.

The Team commends SIPFLS for implementing the Foundations Program that prepares students to meet the requirements of the English Language criteria necessary for entrance to the BC Program.

11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The Team verified that students have access to and are supplied with educational resources including current textbooks, support and reference material. The School continues to acquire additional learning resources through requests from teachers to the Principal. Resources are ordered in a timely manner to ensure curricular preparedness for the coming school year. Textbooks are stored and distributed through the library while teacher resources are located in teaching offices and shared freely.

The School has a dedicated English library with a growing collection of mainly fiction resources and materials. Sufficient access to on line non-fiction resources is available for all students. The library is accessible during class time and also during evening study. There is an open library schedule with teachers scheduling time with the librarian to have students visit the library.

The School has good access to technology with all classrooms being equipped with links to the internet for teacher use and two dedicated computer labs for the use of BC Program students during scheduled class time, after school and during evening study. The Team observed students utilizing the technology and the majority of the teaching staff use a variety of methods of instruction that integrate educational resources and classroom technologies such as DVD players, televisions, LCD projectors, white boards and laptops.

The School has committed to further develop plans for the library and technology development by continuing to purchase further fiction resources and to begin to explore the purchase on non-fiction resources as well. In addition, a technology

committee composed of teaching staff and students has been struck to develop recommendations for the use of technology in the classrooms and in the School.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.**

The Principal of the BC Program holds a valid British Columbia Certificate of Qualification. He has s. 22 years of teaching experience of which 22 have been in administration. He has been the Principal of the School for the past three years.

- 13. The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.**

The Superintendent of the School who is also the Offshore Representative is responsible for the hiring of new staff. He is responsible for doing appropriate background checks and ensuring they have BC certification.

- 14. The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.**

The Team reviewed the files of all teachers teaching in the Certified British Columbia Graduation Program. It was found that two of the teachers did not hold BC Certification.

The Authority is advised that it must ensure that only BC certified teachers deliver the BC curriculum and that hiring must occur to allow sufficient time for teachers to apply and have received a BC Certificate of Qualification prior by the first day of school in September in upcoming years.

S. 22 was a late hire who holds a Nova Scotia teaching certificate. It was found that she has not yet applied to the Teacher Regulation Branch (TRB) for BC Certification. After consultation with Principal and Offshore Representative she has, with immediate effect, been relieved of her teaching responsibilities in the BC Program. A BC Certified teacher who has been working in the Foundations Program has been moved in to replace her.

S. 22 is a Chinese national who has been teaching Science courses due to the inability of the School, on short notice, to secure the services of a BC Certified teacher. She holds a master's degree in science education from a Chinese university and had been employed by the School as a "National Teacher" to work alongside the BC teacher. Her level of English is good as was observed by the Team. The School was informed that she may not continue in her current role. The School was cooperative and rearranged their teacher schedules to ensure that a BC Certified teacher is now responsible for the courses she was instructing and she has reverted back to the position of "National Teacher". The School was working with her to apply for a Letter of Permission but the Team informed them that LOPs were available to teachers previously employed to transition for one year, rather than new hires.

The Authority is required to confirm with the Director of International Education, by November 30, the steps they have taken to replace the two teachers who are not BC Certified.

- 15. The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.**

The Team confirms that apart from the two situations outlined in #14 above, all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or, in the case of the approved exemptions, by the locally certified teachers.

Provision for the reporting to parents is covered in section 24 of this report.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:**
- (a) hours of work,**
 - (b) the duties of the British Columbia Certified Teacher,**
 - (c) the teaching assignment,**
 - (d) accommodation provided or available,**
 - (e) length of school day,**
 - (f) length of School Year,**
 - (g) salary and benefits,**
 - (h) travel arrangements,**
 - (i) medical expenses,**
 - (j) applicable work permits.**

The contract of employment signed by the teachers outlines very clearly all the conditions of employment including all of the above items.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

The Province informed the Team that it has no compliance-related issues with the School regarding this standard.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The School has developed detailed handbooks including a Policy Manual, a Parent-Student Handbook and a Staff Handbook. Each of these documents outlines policies and procedures relevant to the group it is prepared for. Policies included within the manuals include: admissions, student discipline, bullying, the code of conduct, student evaluation, substance abuse, reporting of child abuse, copyright guidelines, appropriate internet use and parental appeal processes.

The Staff Handbook provides relevant information for teachers including conditions of employment, staff meeting schedules, teacher evaluation processes, reporting student progress to parents, planning for instruction and assessment expectations.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4-credit courses. The Team confirms that the BC Program meets the subject, instructional time and learning outcome

requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

SIPFLS offers courses on a linear schedule based on 5 periods per day. Students begin their day at 7:45 am. Each period is 60 minutes in length with most courses receiving the equivalent of three blocks per week. Grade 10, 11 and 12 English classes are double blocked resulting in six periods of English per week.

A review of teacher planning, including classroom visits, confirms that students are actively engaged in daily instruction in English and there is a positive school tone and environment evident.

- 20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.**

N/A

- 21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.**

SIPFLS has implemented a sufficient number and variety of courses to enable students to meet all the requirements for BC graduation including Planning 10 which is offered three periods a week in regular classes and Graduation Transitions which is provided as a full course. Planning 10 and the Graduation Transitions classes are coordinated by the Academic Advising office staff.

- 22. The Authority must:**
- (a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and**
 - (b) ensure that no significant discrepancies between school grades and provincial exams results occur; and**
 - (c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program. N/A**

Course overviews for all subjects offered at SIPFLS were reviewed. All of the overviews include content, planning for assessment (teaching strategies and learning activities) and achievement indicators (assessment and evaluation methods) and provide evidence that the Ministry prescribed outcomes are being met as required.

The School has identified and began the process of implementing strategies to address discrepancies between grades and provincial exam results, with specific focus on the English provincial exam results. Double blocking English classes, cross school anchoring marking sessions, and additional in-service in reading instruction are specific strategies being implemented to address this issue.

The School is to be commended for focussing its Academic Advisor program on assisting students who require additional academic, social, emotional and behavioural support. This program has enabled the staff to focus on students with the greatest need.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with this Schedule.

Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of SIPFLS is providing clear and appropriate assessment processes that demonstrate and monitor progress in intellectual, human, social and career development. The Team observed teachers utilizing a variety of strategies enabling students to be actively involved in discussions, group and lab work, individualized assignments and teacher directed instruction. The teachers access the Ministry website for applicable practice examinations in preparation for provincial examinations. The School applies Ministry of Education resource supports for teaching and assessment strategies, and uses Ministry exemplars and rubrics.

- 24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student achievement and how this information is shared with parents or legal guardians.**

Formal report cards are issued four times a year. Parents are notified in advance through electronic communication that report cards are being issued. The report card includes letter grades that follow Ministry of Education specifications. A record of attendance is also included, anecdotal comments, as well as effort marks. All courses that are part of the Graduation program are reported to parents.

- 25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.**

The Team reviewed the student records and found them to be complete and up to date. Health/medical forms, completed at the time of admission, are included in the files but medical alerts are not noted on the 1704. The School is taking steps to ensure that the "Medical alert" box on the 1704 is checked.

The files are stored in a fire proof cabinet and backed up electronically using the TESS management software. All student files include signed "Consent to Collect, Use and Disclose Personal Information" forms.

- 26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.**

The teachers and Principal are evaluated on a regular basis. The Principal is evaluated by the Offshore Representative and the teachers by the Principal. An evaluation rubric is used which provides for input from the educator being evaluated and has as its goal the development of a professional growth plan. Copies of evaluations were in the teacher and Principal's files.

- 27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The**

Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering the Certified BC Program and reviewed records, administration, operations, teacher certification and student achievement. All items have been inspected to determine if the School meets the requirements of the Agreement for the certification of the BC Program and to ensure continuity and sustainability for the delivery of the program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of Suzhou Industrial Park Foreign Language School – BC high School and commends them on:

- Implementing the Foundations Program that prepares students to meet the requirements of the English Language criteria necessary for entrance to the BC Program
- Focussing its Academic Advisor program on assisting students who require additional academic, social, emotional and behavioural support. This program has enabled the staff to focus on students with the greatest need

Requirements

Suzhou Industrial Park Foreign Language School - BC High School
BC Offshore School Program – October 2012

12

In order to meet the requirements of the *Offshore School British Columbia Program Candidate/Certification Status Agreement*, the Team requires that by the dates indicated below, the Authority provide the Director of International Education, responsible for BC Offshore School Programs, with a plan and timeline for proposed implementation of the following item:

- The School must provide the Director of International Education with a plan for ensuring all teachers in the BC Program are BC certified by November 30, 2012. The Schools immediate steps to address the issue of non-certified teachers are appreciated. The Authority is advised that it must ensure that only BC certified teachers deliver the BC curriculum and that hiring must occur to allow sufficient time for teachers to apply and have received a BC Certificate of Qualification prior by the first day of school in September in upcoming years.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Suzhou Industrial Park Foreign Language School – BC high School continue to be recognized as a British Columbia Certified Program.



Ministry of Education
International Education Branch
Telephone: (250) 356-1404

Offshore School Program
Inspection Report
REPORT COVER SHEET
2012/2013

A. School Information

NAME OF SCHOOL Suzhou Industrial Park Foreign Language School – BC High School	
ADDRESS OF SCHOOL Zhongnan Street #89	SCHOOL MINISTRY CODE (if applicable)
CITY Suzhou, Jiangsu, Peoples Republic of China	POSTAL CODE 215021
NAME OF AUTHORITY Suzhou Industrial Park Oriental Education Investment Co. Ltd.	

B. Type of inspection:

☐ Candidate Status

☒ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Claudio Morelli

Raymond Sutton

Date of Inspection Visit:

October 9-10, 2012

**Certification Status Inspection Report
for
Suzhou Industrial Park Foreign Language School**

**Suzhou Industrial Park, Jiangsu
People's Republic of China**

November 21-23, 2011

A. Introduction

On November 21-23, 2011, a Certification Status Inspection was completed on the British Columbia Program offered at the Suzhou Industrial Park Foreign Language School (SIPFLS) in Jiangsu, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Gerry Olund and Mrs. Rita Smith. The inspection team was chaired by Mr. Gerry Olund. Both team members have considerable experience in school evaluations in British Columbia and Offshore Programs in China.

The School has a current enrolment of 117 students, of which 36 students are enrolled in Grade 10, 42 students are enrolled in Grade 11 and 31 students are enrolled in Grade 12. All of these students are enrolled in the Certified BC Graduation program.

The Authority for the operation of SIPFLS is the Suzhou Industrial Park (SIP) Education Bureau and an original letter, dated November 23rd, 2010, from the SIP Education Bureau is on file at the Ministry Offices in Victoria.

The Team was most appreciative of the warm welcome and hospitality offered by the BC Principal, Chinese Principal as well as administrative, teaching and support staff, SIPFLS students and the BC Agent. Every effort was made to be co-operative, helpful and accommodating to the Team. The visit began with a brief staff meeting on Monday morning to introduce the team members and apprise the staff of the purpose of the inspection, the evaluation process, the scope of the Team's mandate, and the procedure the Team planned to follow during its visit. This was followed by a student led tour of the school campus and facilities. The Team was very appreciative of this opportunity to hear about the school from the perspective of students.

For the remainder of the next two days the Team's time was spent in observation of classroom instruction and administrative procedures. It held discussions with the School Authority, BC Principal, Chinese Principal, teachers, support staff, and SIPFLS students. The Team reviewed yearly course overviews, unit plans, daily lesson plans, resources, student work, policies and administrative records, all of which were well organized and readily available. At the conclusion of its visit the Team again met with the BC Principal, Chinese Principal, BC Agent and the teaching staff to thank them for

their cooperation during the visit and to share the Team's findings and summarize some of its observations.

The Team would like to particularly note the support of the Chinese Principal and his administrative staff and their commitment to the success of the Certified BC Offshore Program.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

A Candidate status inspection was completed for SIPFLS (formerly Jiangsu Mudu High School) on October 9th, 2008 and the school received a successful Certification Inspection in March, 2009 and November, 2010.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Team was able to verify that a letter from the Suzhou Bureau of Education dated January, 2011 is on file with the BC Office of the Inspector of Independent Schools (OIIS). This letter gives approval for the creation of SIPFLS and the Certified BC Graduation Program. Another letter indicating food and beverage approval was dated August 31st, 2011.

The Team noted that, in addition to the Certified BC Program, the Authority offers the Global Assessment Certification program originating in Australia. This is a university entrance preparation program that began in May, 2008 and presently enrolls 12 students. Students enroll in their last year of schooling.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Denis Therrien has been appointed by the Authority as the British Columbia Agent for SIPFLS. A letter from the Executive Director, International Programs and Inspector

of Independent Schools dated January 9th, 2010 verifies that Mr. Denis Therrien meets all the qualifications of a BC Agent as set out in Section 5.01 of the Offshore School British Columbia Program Certification Status Agreement. The Team would like to particularly thank the BC Agent for assisting with the organization of our visit and dealing with any potential problems or concerns.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The new facility was completed in the summer of 2011 and students moved into their new school in September. The campus of SIPFLS lies within a large gated complex. The complex contains buildings, playing fields and courts. There are well maintained green spaces and walkways. The facilities include buildings that house the administration, classrooms, dormitory rooms as well as a cafeteria and a gymnasium. The campus also comprises a 400 meter all-weather track, complete with artificial turf within the oval and several outdoor basketball and volleyball courts.

Classrooms are comfortable, spacious, well lit and are equipped with whiteboards and smart boards. The school also has a new listening laboratory, digital laboratory, computer rooms, dance room, fine arts room and a music room.

The Team commends the Authority for the foresight to build a large facility that has space for the future development of a more comprehensive Certified BC Program.

SIPFLS has a large maintenance and custodial staff. Cleaning of buildings and the maintenance of the grounds is done on an ongoing basis. The Team observed the maintenance staff working during their visit and notes a very acceptable level of cleanliness within the various school buildings.

Ninety-five percent of SIPFLS students live in the dormitories. Dormitory rooms house boys and girls on separate floors. Students currently share with usually four students to a room. The fourth floor has more expensive accommodations with two students to a room. The school provides appropriate supervision and monitoring to ensure these facilities are a safe place for students. The Team did suggest that attention be paid to potential safety exit concerns in the dormitories.

RECOMMENDATION: The School Authority needs to address student exit safety from the dormitory during the evenings.

The Team notes that there is an on-site doctor and clinic available through the day for students and staff.

The Team is satisfied that the present school facilities are adequate to meet the requirements for the instruction of programs currently being offered and the long term future growth plans of the school.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a detailed Inspection Catalogue as required. A Student/Parent Handbook and a Staff Handbook were available for the Team's perusal. Both handbooks are current and thorough and there are separate copies of the Student/Parent Handbook available in Mandarin. The Team notes that there is also a Policy Handbook that is indexed and thorough, and covered many important philosophical issues that need to be stated and understood by staff, students and parents.

BC Permanent Student Records are stored electronically in the Harts TESS system. Paper files are stored in the school's administration office in locked filing cabinets. The school is prepared for the transfer of all data relating to the registration of students and exam marks. All records and reports are available in English. Administration and staff use the TESS system to transmit data to the Ministry.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team notes that the school's website is primarily written in Mandarin. The Team suggests that the website be re-organized to include information in English. This would allow potential new staff members and other interested individuals to find information about the school including its philosophy and programs.

Since the website is written primarily written in Mandarin, the Team is unable to determine that the claims currently made by the school regarding the academic programs offered, student accommodation, fees and school policies are consistent with the school's practice. However, the Team has no reason to believe that they would not be.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team confirms that the Authority has paid all required fees relating to inspection costs, student registration and exam fees as set out in Schedule 'C'.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

Currently SIPFLS provides a Certified BC Grades 10, 11 and 12 Program. The School is aware that courses offered in the Certified BC Program for credit must be offered in English, except for second language courses and any non-core courses specifically exempted by the Province. At this time, there are no exemptions from the Inspector of Independent Schools however, SIPFLS is considering making application for exemption status for Information Technology 10.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The Principal, in collaboration with the BC Program teachers, has designed an English proficiency test that is used to determine student admission into the Certified BC Program. The students are tested in the areas of listening, speaking, reading and writing. The process includes an interview with either the Principal or one of the BC teachers. Copies of the assessments are on file in the Admissions Office.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The responsibility for the ESL Program has been moved to the jurisdiction of the Chinese administration and students who do not meet the requirements for entry to the BC Program are invited to spend between three months to one year in the ESL Program to prepare for a second English proficiency exam. There are currently 16 students in the ESL Program. There is collaboration and input between the administrative staff of the Certified BC Program and the Chinese administration. Students in the Certified BC Program who do not complete the graduation requirements may be transferred to the ESL Program to complete their Chinese High School Graduation Certificate. The staff needs to continue to find ways for all students to be successful in their academic environment, whether it is on the Certified BC or Chinese Program.

The Team notes and commends SIPFLS teachers for their commitment to the teaching and understanding of English in all courses.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team verifies that there are sufficient text books and resources available for teaching the Certified BC Graduation Program. The Team observed that teachers are aware of and using appropriate resources to aid in the delivery of the BC curriculum.

The School has four computer labs shared with the Chinese elementary school and the Global Assessment Certification Program (GAC). Students are able to access the internet to work on assignments and projects. The internet capacity has been recently increased from 10 to 100 megabytes per second. The computers have printing capability to a central printer in each lab.

The School has a small library and, according to the Principal the hope is that the library will soon expand in order to become a center for learning and learning support. At this time, a Chinese librarian is in attendance. Library use appears to be moderate. The Authority is in the process of addressing the need for further development and improvement of the school library.

RECOMMENDATION: The Team encourages the School Authority to develop the library as a center for learning. It should be strategically located and contain resources appropriate for students in the BC Program.

The Team is confident that SIPFLS will continue to work to obtain and improve on the educational resources which are essential for providing a complete and challenging educational program. The Team further suggests that teachers continue to look for ways to emphasize reading.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.*

The Principal is in his second year as Principal of SIPFLS. He holds a current certificate of qualification issued under the *Teaching Profession Act*.

The Principal has been given 75% administrative time to manage the daily operations of the school. He also teaches one block of English 11. The Principal has 36 years of experience both as a teacher and an administrator. He very capably and conscientiously oversees teachers and works very closely with the Chinese administrative and support staff. He is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation and other requirements as established by the British Columbia Ministry of Education. He is also responsible for providing the leadership, planning and vision that is essential for this offshore program to be successful.

He is supported by the Chinese Principal, the BC Agent and with secretarial and translation support to facilitate communication with the Chinese administration. The Principal meets with the various administrative support staff regularly to discuss the British Columbia and the Chinese programs, student life, maintenance, and other related issues. He has been delegated the necessary authority to fulfill the functions

and duties set out in the Certification Agreement. The Team also notes that the BC Principal is a voting member of the School Authority Board of Directors.

13. *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

The Team notes that not all of the B.C. Certified Teachers and the Principal have undergone a successful criminal record check by virtue of the current certification process through either the British Columbia College of Teachers (BCCT) or the OIIS (NB: see article 14).

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

The Certified BC Graduation Program (Grades 10, 11 and 12) is being delivered by ten teachers including the Principal. Two of the ten teachers do not have a valid BCCT or OIIS Certificate. One of those teachers made application to OIIS for certification in October, 2011.

RECOMMENDATION: The School Authority needs to ensure that all teachers are properly certified and that they have completed a successful criminal record check.

The Team is aware that SIPFLS is considering making application to the OIIS for one instructor with Chinese certification to be able to provide instruction in Information Technology 10. The Team has met with this instructor and supports SIPFLS making this application to the BC OIIS.

15. *The Authority must ensure that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that eight of the ten teachers are certified and, therefore, able to plan, evaluate and provide instruction to students enrolled in the Certified BC Program (NB: see article 14). All teachers prepare and provide all progress reports to parents or legal guardians of these students.

Four formal report cards are provided throughout the school year. Parent-Teacher interviews are held after the first three report cards are issued.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (i) *hours of work,*
 - (ii) *the duties of the British Columbia Certified Teacher,*
 - (iii) *the teaching assignment,*
 - (iv) *accommodation provided or available,*
 - (v) *an estimate of the cost of living in the area where the School is located;*
 - (vi) *length of school day,*
 - (vii) *length of School Year,*
 - (viii) *salary and benefits, and*
 - (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The Team examined teacher contracts in detail and notes that the written contract outlines the terms and conditions of their employment at SIPFLS. The contracts include the length of day, teaching assignment, accommodations, travel allowance, salary and benefits for BC teachers. The Team is satisfied that the employment contracts meet all the required terms as mandated by Ministry of Education.

The Team confirms that the school complies with the *Freedom of Information and Protection of Privacy Act*, R.S. B.C 1996 c. 186 by having signed written consent for each staff member and student enrolled in Grades 10-12.

The School has a teacher orientation program in place. New teachers are typically given pre-departure orientation in Canada and, once they arrive in Suzhou, are given an escorted tour of their accommodations, school and city. If they wish, teachers can be paired up with an English speaking Chinese teacher who will help with their acculturation and adjustment to school and city life. The Principal also provides teachers with practical guidance on school rules, cultural practices, professional responsibilities and with any other matters of concern that arise. The Team is impressed with the school's commitment to ensuring that teachers are properly oriented and satisfied with their experience.

The Team notes that a professional development plan has not yet been developed. For example, professional development time could be spent on assessment strategies and/or on sessions with the SMART Board so that this teaching tool could be used more effectively by all staff.

RECOMMENDATION: The Principal and staff develop a concrete plan for professional development.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school's computer and internet infrastructure is reliable and consistent. The school presently uses four computer labs, on the first and second floor of the administrative wing, with over 180 computers for students to access and work both on and off line. The School's computer labs have high speed internet access and printing capability. These labs have the capability of providing student access to e-exams. SIPFLS also has the capacity to greatly increase the number of computer labs, if and when necessary. Furthermore, every teacher and administrator has been provided with a computer and internet access.

The School uses the Harts TESS software program as a school based administrative platform for the collection of data required by the province. A teacher/academic planner has been trained in the operation of the TESS/TRAX/TURBO system. The Team notes that the School has had no major difficulties with data transfers to the BC Ministry of Education and that it has received good support from both TESS and the Ministry. The administration is confident that they will be able to efficiently and competently transfer 1701, 1704, TRAX data to the BC Education Ministry and to deliver electronic exams in English 10 and 12, Math 10, Science 10, Socials 11, Mathematics 12, Physics 12, Biology 12 and Chemistry 12 in June of 2012.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

As previously mentioned, the School has developed a Student/Parent Handbook and a Staff Handbook. SIPFLS has also developed an extensive Policy Manual. The Team is impressed with the policies that have been completed in a number of areas, including a student code of conduct, student admission, appeals, student supervision, the evaluation of teachers and the development of a student discipline plan.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act, and enactments referred to in that order.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4 credit courses. The Team confirms that the Certified BC Program meets the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act*, and enactments referred to in that order.

Students are able to participate in a variety of school wide activities. They are represented on the Student Council that meets regularly to discuss issues and plan events and activities. Teachers sponsor school clubs and sports teams. A drama production was staged last year involving students in Grades 11 and 12. The Team commends the school for the introduction of House Teams and an expanding extra-curricular program which is providing a wide variety of activities to accommodate different student interests.

- 20.** *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the *Independent School Act*.*

N/A - SIPFLS offers only the Certified BC Graduation Program (Grades 10 – 12).

- 21.** *The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the **Ministerial Order 205/95, the Graduation Requirements Order** enacted under the *School Act*, and for students entering Grade 10 on or after July 1, 2004, as specified in **Ministerial Order 302/04, the Graduation Program Order** enacted under the *School Act*.*

All students are enrolled in the 2004 Certified BC Graduation Program and, at this time, 117 students are enrolled in Grades 10, 11 and 12. The Team notes that the students' program of study meets the credit requirements for the Certified BC Program. All courses are offered on a linear basis. Students in Grade 10 are enrolled in English 10, Foundations of Math and Pre-Calculus 10, Business Education General 10, Science 10, Social Studies 10, Planning 10 and PE 10 with BC certified teachers, and Mandarin 10, PE 10 (one class) with Chinese certified teachers.

BC certified teachers are responsible for English 11, Communications 11, Pre-Calculus 11, Physics 11, Chemistry 11, Social Studies 11, PE 11, Leadership 11, Marketing 11 and Theatre Performance Arts 11, while the Chinese certified teachers are responsible for Mandarin 11.

Students in Grade 12 are enrolled in English 12, Communications 12 and Grad Transitions, along with sufficient electives such as Mandarin 12, Math 12, Calculus 12, Marketing 12, Chemistry 12, Physics 12, Biology 12, Leadership 12 and Performance Arts 12.

Graduation Transitions begins in Grade 10 with the students starting a portfolio which is continued until Grade 12. Students develop three Power Point presentations (Transition

Plan, Personal Health, Nutrition) and fulfill a 30 work experience. In Grades 10, 11 and 12 the students meet their Daily Physical Activity requirement through PE classes and, for many students, involvement in extra-curricular sports programs.

The courses offered will enable students to meet the requirements of the Graduation Program Order by the end of their Grade 12 year.

There are no BAA courses offered at this time, however, the School Authority is considering several BAA courses in the future.

22. The Authority must

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team verifies that course overviews have been completed for all subjects. Most contain all of the required elements. Teachers are encouraged to continue developing course overviews to better align assessment strategies with assessment indicators and Ministry PLSs.

The Team would encourage teachers to continue to find ways to celebrate their students' success. Ways to celebrate success could include ongoing classroom and hallway wall displays of students' work, postings of work on line, presentations at assemblies, and presentations to other BC Program classes and/or to the elementary Chinese Program students.

23. The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program

- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.*

Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of SIPFLS is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team observed the teachers employing a variety of strategies

enabling students to be actively involved in class discussions, group work, individualized assignments and teacher directed instruction. SIPFLS teachers are to be commended for the professional manner in which they conduct themselves and for the enthusiasm they bring to their instruction. The Team also commends the staff for their 'student centered approach' which has led to good rapport among teachers and students and created a learning atmosphere that allows learning to flourish.

Students have opportunities to participate in a wide range of extracurricular activities and this has most certainly contributed to the warm atmosphere and positive learning environment evident at SIPFLS. The Team is impressed with the commitment of the Principal and the staff in looking for ways for all students to be successful in both their academic and their social environment.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Four report cards a year are sent home to parents/legal guardians. Student report cards are printed in English and Mandarin. Teachers draft anecdotal comments detailing the student's strengths and difficulties and they indicate a possible plan of action for any struggling students. The SIPFLS report card includes data such as percentages, letter grades, attendance and comments. Letter grades and percentages follow BC specifications and the BC Principal thoroughly reviews and signs all of the report cards.

The Team suggests that the Principal and staff consider a consistent response and plan for the issuing of an "Incomplete" mark.

Parent-Teacher interviews are held after the mid-term report cards with one in November and one in April. There are numerous ad hoc meetings and teachers and administration feel that they are continuing to build solid lines of communication with both students and parents.

Chinese Head Teachers also call parents with respect to student achievements, behavior problems, or unsatisfactory academic achievement. The Team notes that the SIPFLS administration is working hard to ensure that report cards and other important school bulletins are sent home to parents and that good parent communication continues to be a priority.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the Certified BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms. English language assessment scores have been included in each student record.

Student files are kept in a secure cabinet in the administration office. The Principal, his assistant and the Academic Advisor are responsible for maintaining and updating the student records. Student files are complete and in good order, and include such items as filed copies of previous report cards.

- 26.** *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The Team commends the Principal and staff for the collegial environment that exists among staff. This connective environment is a cornerstone for creating a professional learning community in any school. The Principal has bi-weekly meetings with staff and monthly school wide assemblies with all students and staff.

Teacher evaluation policies have been discussed with all teaching staff. Evaluation using established criteria (for example, Danielson criteria) is encouraged and teachers have been asked to self-select to be part of this process. The Team notes that no written evaluations have been completed for the current staff for this year. The Team encourages regular and ongoing teacher evaluation to be a priority for the Principal.

Teacher files contain copies of BCCT or OIIS Certification and criminal record checks. Extensive and detailed employment contracts are also included in all teacher files.

The Team is unable to verify that a written SPIFLS Principal evaluation by the BC Agent took place in October of 2010.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the Certified BC Program, records, administration, operations, teacher certification and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC Program and to ensure continuity and sustainability for the delivery of the program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates'*

post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

SIPFLS has created an Academic Advisor position this year. The Academic Advisor assists students in acquiring Canadian Study Permits, in being accepted into an overseas post-secondary institution and in tracking graduates in their post-secondary studies. The Team has every reason to expect that these practices will be continued and improved upon as the school grows in size.

SIPFLS has collected the form entitled "Consent to Collect, Use and Disclose Personal Information" for all students in the BC Program.

C: Report Summary – Commendations and Recommendations

Commendations

The Inspection Team thanks the Authority and the administration and staff for the cooperation received during the time of the inspection and commends SIPFLS for the progress made in its development of the school and the development of the BC Program. Specifically it commends the school for:

1. a collegial environment among staff that is the cornerstone for creating a professional learning community in any school.
2. the good rapport among teachers and students which has created a student centered learning atmosphere that is conducive for learning to flourish.
3. the support of the Chinese Principal and his administrative staff and their commitment to the success of the BC Offshore Program.
4. the staff's commitment to the teaching and understanding of English in all courses.
5. a campus complex that has space for the future development of a larger and more comprehensive BC Program.
6. the introduction of School House Teams and an expanding extra-curricular program which is providing a wide variety of activities for different student interests.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a written plan and timeline for proposed implementation of the following items:

1. The Team encourages the School Authority to develop the library as a center for learning. The library should be strategically located and contain resources appropriate for students in the Certified BC Program.

2. The School Authority needs to ensure that all teachers are properly certified.
3. The Principal and staff need to develop a concrete plan for professional development.
4. The School Authority needs to address student exit safety from the dormitory during the evenings.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Suzhou Industrial Park Foreign Language School be recognized as a British Columbia Certified Program.

**Certification Status Inspection Report
for
Suzhou Industrial Park Foreign Language School**

**Suzhou Industrial Park, Jiangsu
People's Republic of China**

November 21-23, 2011

A. Introduction

On November 21-23, 2011, a Certification Status Inspection was completed on the British Columbia Program offered at the Suzhou Industrial Park Foreign Language School (SIPFLS) in Jiangsu, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Gerry Olund and Mrs. Rita Smith. The inspection team was chaired by Mr. Gerry Olund. Both team members have considerable experience in school evaluations in British Columbia and Offshore Programs in China.

The School has a current enrolment of 117 students, of which 36 students are enrolled in Grade 10, 42 students are enrolled in Grade 11 and 31 students are enrolled in Grade 12. All of these students are enrolled in the Certified BC Graduation program.

The Authority for the operation of SIPFLS is the Suzhou Industrial Park (SIP) Education Bureau and an original letter, dated November 23rd, 2010, from the SIP Education Bureau is on file at the Ministry Offices in Victoria.

The Team was most appreciative of the warm welcome and hospitality offered by the BC Principal, Chinese Principal as well as administrative, teaching and support staff, SIPFLS students and the BC Agent. Every effort was made to be co-operative, helpful and accommodating to the Team. The visit began with a brief staff meeting on Monday morning to introduce the team members and apprise the staff of the purpose of the inspection, the evaluation process, the scope of the Team's mandate, and the procedure the Team planned to follow during its visit. This was followed by a student led tour of the school campus and facilities. The Team was very appreciative of this opportunity to hear about the school from the perspective of students.

For the remainder of the next two days the Team's time was spent in observation of classroom instruction and administrative procedures. It held discussions with the School Authority, BC Principal, Chinese Principal, teachers, support staff, and SIPFLS students. The Team reviewed yearly course overviews, unit plans, daily lesson plans, resources, student work, policies and administrative records, all of which were well organized and readily available. At the conclusion of its visit the Team again met with the BC Principal, Chinese Principal, BC Agent and the teaching staff to thank them for

their cooperation during the visit and to share the Team's findings and summarize some of its observations.

The Team would like to particularly note the support of the Chinese Principal and his administrative staff and their commitment to the success of the Certified BC Offshore Program.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

A Candidate status inspection was completed for SIPFLS (formerly Jiangsu Mudu High School) on October 9th, 2008 and the school received a successful Certification Inspection in March, 2009 and November, 2010.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Team was able to verify that a letter from the Suzhou Bureau of Education dated January, 2011 is on file with the BC Office of the Inspector of Independent Schools (OIIS). This letter gives approval for the creation of SIPFLS and the Certified BC Graduation Program. Another letter indicating food and beverage approval was dated August 31st, 2011.

The Team noted that, in addition to the Certified BC Program, the Authority offers the Global Assessment Certification program originating in Australia. This is a university entrance preparation program that began in May, 2008 and presently enrolls 12 students. Students enroll in their last year of schooling.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Mr. Denis Therrien has been appointed by the Authority as the British Columbia Agent for SIPFLS. A letter from the Executive Director, International Programs and Inspector

of Independent Schools dated January 9th, 2010 verifies that Mr. Denis Therrien meets all the qualifications of a BC Agent as set out in Section 5.01 of the Offshore School British Columbia Program Certification Status Agreement. The Team would like to particularly thank the BC Agent for assisting with the organization of our visit and dealing with any potential problems or concerns.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The new facility was completed in the summer of 2011 and students moved into their new school in September. The campus of SIPFLS lies within a large gated complex. The complex contains buildings, playing fields and courts. There are well maintained green spaces and walkways. The facilities include buildings that house the administration, classrooms, dormitory rooms as well as a cafeteria and a gymnasium. The campus also comprises a 400 meter all-weather track, complete with artificial turf within the oval and several outdoor basketball and volleyball courts.

Classrooms are comfortable, spacious, well lit and are equipped with whiteboards and smart boards. The school also has a new listening laboratory, digital laboratory, computer rooms, dance room, fine arts room and a music room.

The Team commends the Authority for the foresight to build a large facility that has space for the future development of a more comprehensive Certified BC Program.

SIPFLS has a large maintenance and custodial staff. Cleaning of buildings and the maintenance of the grounds is done on an ongoing basis. The Team observed the maintenance staff working during their visit and notes a very acceptable level of cleanliness within the various school buildings.

Ninety-five percent of SIPFLS students live in the dormitories. Dormitory rooms house boys and girls on separate floors. Students currently share with usually four students to a room. The fourth floor has more expensive accommodations with two students to a room. The school provides appropriate supervision and monitoring to ensure these facilities are a safe place for students. The Team did suggest that attention be paid to potential safety exit concerns in the dormitories.

RECOMMENDATION: The School Authority needs to address student exit safety from the dormitory during the evenings.

The Team notes that there is an on-site doctor and clinic available through the day for students and staff.

The Team is satisfied that the present school facilities are adequate to meet the requirements for the instruction of programs currently being offered and the long term future growth plans of the school.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a detailed Inspection Catalogue as required. A Student/Parent Handbook and a Staff Handbook were available for the Team's perusal. Both handbooks are current and thorough and there are separate copies of the Student/Parent Handbook available in Mandarin. The Team notes that there is also a Policy Handbook that is indexed and thorough, and covered many important philosophical issues that need to be stated and understood by staff, students and parents.

BC Permanent Student Records are stored electronically in the Harts TESS system. Paper files are stored in the school's administration office in locked filing cabinets. The school is prepared for the transfer of all data relating to the registration of students and exam marks. All records and reports are available in English. Administration and staff use the TESS system to transmit data to the Ministry.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team notes that the school's website is primarily written in Mandarin. The Team suggests that the website be re-organized to include information in English. This would allow potential new staff members and other interested individuals to find information about the school including its philosophy and programs.

Since the website is written primarily written in Mandarin, the Team is unable to determine that the claims currently made by the school regarding the academic programs offered, student accommodation, fees and school policies are consistent with the school's practice. However, the Team has no reason to believe that they would not be.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team confirms that the Authority has paid all required fees relating to inspection costs, student registration and exam fees as set out in Schedule 'C'.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

Currently SIPFLS provides a Certified BC Grades 10, 11 and 12 Program. The School is aware that courses offered in the Certified BC Program for credit must be offered in English, except for second language courses and any non-core courses specifically exempted by the Province. At this time, there are no exemptions from the Inspector of Independent Schools however, SIPFLS is considering making application for exemption status for Information Technology 10.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The Principal, in collaboration with the BC Program teachers, has designed an English proficiency test that is used to determine student admission into the Certified BC Program. The students are tested in the areas of listening, speaking, reading and writing. The process includes an interview with either the Principal or one of the BC teachers. Copies of the assessments are on file in the Admissions Office.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The responsibility for the ESL Program has been moved to the jurisdiction of the Chinese administration and students who do not meet the requirements for entry to the BC Program are invited to spend between three months to one year in the ESL Program to prepare for a second English proficiency exam. There are currently 16 students in the ESL Program. There is collaboration and input between the administrative staff of the Certified BC Program and the Chinese administration. Students in the Certified BC Program who do not complete the graduation requirements may be transferred to the ESL Program to complete their Chinese High School Graduation Certificate. The staff needs to continue to find ways for all students to be successful in their academic environment, whether it is on the Certified BC or Chinese Program.

The Team notes and commends SIPFLS teachers for their commitment to the teaching and understanding of English in all courses.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team verifies that there are sufficient text books and resources available for teaching the Certified BC Graduation Program. The Team observed that teachers are aware of and using appropriate resources to aid in the delivery of the BC curriculum.

The School has four computer labs shared with the Chinese elementary school and the Global Assessment Certification Program (GAC). Students are able to access the internet to work on assignments and projects. The internet capacity has been recently increased from 10 to 100 megabytes per second. The computers have printing capability to a central printer in each lab.

The School has a small library and, according to the Principal the hope is that the library will soon expand in order to become a center for learning and learning support. At this time, a Chinese librarian is in attendance. Library use appears to be moderate. The Authority is in the process of addressing the need for further development and improvement of the school library.

RECOMMENDATION: The Team encourages the School Authority to develop the library as a center for learning. It should be strategically located and contain resources appropriate for students in the BC Program.

The Team is confident that SIPFLS will continue to work to obtain and improve on the educational resources which are essential for providing a complete and challenging educational program. The Team further suggests that teachers continue to look for ways to emphasize reading.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.*

The Principal is in his second year as Principal of SIPFLS. He holds a current certificate of qualification issued under the *Teaching Profession Act*.

The Principal has been given 75% administrative time to manage the daily operations of the school. He also teaches one block of English 11. The Principal has 36 years of experience both as a teacher and an administrator. He very capably and conscientiously oversees teachers and works very closely with the Chinese administrative and support staff. He is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation and other requirements as established by the British Columbia Ministry of Education. He is also responsible for providing the leadership, planning and vision that is essential for this offshore program to be successful.

He is supported by the Chinese Principal, the BC Agent and with secretarial and translation support to facilitate communication with the Chinese administration. The Principal meets with the various administrative support staff regularly to discuss the British Columbia and the Chinese programs, student life, maintenance, and other related issues. He has been delegated the necessary authority to fulfill the functions

and duties set out in the Certification Agreement. The Team also notes that the BC Principal is a voting member of the School Authority Board of Directors.

- 13.** *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

The Team notes that not all of the B.C. Certified Teachers and the Principal have undergone a successful criminal record check by virtue of the current certification process through either the British Columbia College of Teachers (BCCT) or the OIIS (NB: see article 14).

- 14.** *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

The Certified BC Graduation Program (Grades 10, 11 and 12) is being delivered by ten teachers including the Principal. Two of the ten teachers do not have a valid BCCT or OIIS Certificate. One of those teachers made application to OIIS for certification in October, 2011.

RECOMMENDATION: The School Authority needs to ensure that all teachers are properly certified and that they have completed a successful criminal record check.

The Team is aware that SIPFLS is considering making application to the OIIS for one instructor with Chinese certification to be able to provide instruction in Information Technology 10. The Team has met with this instructor and supports SIPFLS making this application to the BC OIIS.

- 15.** *The Authority must ensure that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that eight of the ten teachers are certified and, therefore, able to plan, evaluate and provide instruction to students enrolled in the Certified BC Program (NB: see article 14). All teachers prepare and provide all progress reports to parents or legal guardians of these students.

Four formal report cards are provided throughout the school year. Parent-Teacher interviews are held after the first three report cards are issued.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (i) hours of work,*
 - (ii) the duties of the British Columbia Certified Teacher,*
 - (iii) the teaching assignment,*
 - (iv) accommodation provided or available,*
 - (v) an estimate of the cost of living in the area where the School is located;*
 - (vi) length of school day,*
 - (vii) length of School Year,*
 - (viii) salary and benefits, and*
 - (ix) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The Team examined teacher contracts in detail and notes that the written contract outlines the terms and conditions of their employment at SIPFLS. The contracts include the length of day, teaching assignment, accommodations, travel allowance, salary and benefits for BC teachers. The Team is satisfied that the employment contracts meet all the required terms as mandated by Ministry of Education.

The Team confirms that the school complies with the *Freedom of Information and Protection of Privacy Act*, R.S. B.C 1996 c. 186 by having signed written consent for each staff member and student enrolled in Grades 10-12.

The School has a teacher orientation program in place. New teachers are typically given pre-departure orientation in Canada and, once they arrive in Suzhou, are given an escorted tour of their accommodations, school and city. If they wish, teachers can be paired up with an English speaking Chinese teacher who will help with their acculturation and adjustment to school and city life. The Principal also provides teachers with practical guidance on school rules, cultural practices, professional responsibilities and with any other matters of concern that arise. The Team is impressed with the school's commitment to ensuring that teachers are properly oriented and satisfied with their experience.

The Team notes that a professional development plan has not yet been developed. For example, professional development time could be spent on assessment strategies and/or on sessions with the SMART Board so that this teaching tool could be used more effectively by all staff.

RECOMMENDATION: The Principal and staff develop a concrete plan for professional development.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school's computer and internet infrastructure is reliable and consistent. The school presently uses four computer labs, on the first and second floor of the administrative wing, with over 180 computers for students to access and work both on and off line. The School's computer labs have high speed internet access and printing capability. These labs have the capability of providing student access to e-exams. SIPFLS also has the capacity to greatly increase the number of computer labs, if and when necessary. Furthermore, every teacher and administrator has been provided with a computer and internet access.

The School uses the Harts TESS software program as a school based administrative platform for the collection of data required by the province. A teacher/academic planner has been trained in the operation of the TESS/TRAX/TURBO system. The Team notes that the School has had no major difficulties with data transfers to the BC Ministry of Education and that it has received good support from both TESS and the Ministry. The administration is confident that they will be able to efficiently and competently transfer 1701, 1704, TRAX data to the BC Education Ministry and to deliver electronic exams in English 10 and 12, Math 10, Science 10, Socials 11, Mathematics 12, Physics 12, Biology 12 and Chemistry 12 in June of 2012.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

As previously mentioned, the School has developed a Student/Parent Handbook and a Staff Handbook. SIPFLS has also developed an extensive Policy Manual. The Team is impressed with the policies that have been completed in a number of areas, including a student code of conduct, student admission, appeals, student supervision, the evaluation of teachers and the development of a student discipline plan.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act, and enactments referred to in that order.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4 credit courses. The Team confirms that the Certified BC Program meets the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act*, and enactments referred to in that order.

Students are able to participate in a variety of school wide activities. They are represented on the Student Council that meets regularly to discuss issues and plan events and activities. Teachers sponsor school clubs and sports teams. A drama production was staged last year involving students in Grades 11 and 12. The Team commends the school for the introduction of House Teams and an expanding extra-curricular program which is providing a wide variety of activities to accommodate different student interests.

- 20.** *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the *Independent School Act*.*

N/A - SIPFLS offers only the Certified BC Graduation Program (Grades 10 – 12).

- 21.** *The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the **Ministerial Order 205/95, the Graduation Requirements Order** enacted under the *School Act*, and for students entering Grade 10 on or after July 1, 2004, as specified in **Ministerial Order 302/04, the Graduation Program Order** enacted under the *School Act*.*

All students are enrolled in the 2004 Certified BC Graduation Program and, at this time, 117 students are enrolled in Grades 10, 11 and 12. The Team notes that the students' program of study meets the credit requirements for the Certified BC Program. All courses are offered on a linear basis. Students in Grade 10 are enrolled in English 10, Foundations of Math and Pre-Calculus 10, Business Education General 10, Science 10, Social Studies 10, Planning 10 and PE 10 with BC certified teachers, and Mandarin 10, PE 10 (one class) with Chinese certified teachers.

BC certified teachers are responsible for English 11, Communications 11, Pre-Calculus 11, Physics 11, Chemistry 11, Social Studies 11, PE 11, Leadership 11, Marketing 11 and Theatre Performance Arts 11, while the Chinese certified teachers are responsible for Mandarin 11.

Students in Grade 12 are enrolled in English 12, Communications 12 and Grad Transitions, along with sufficient electives such as Mandarin 12, Math 12, Calculus 12, Marketing 12, Chemistry 12, Physics 12, Biology 12, Leadership 12 and Performance Arts 12.

Graduation Transitions begins in Grade 10 with the students starting a portfolio which is continued until Grade 12. Students develop three Power Point presentations (Transition

Plan, Personal Health, Nutrition) and fulfill a 30 work experience. In Grades 10, 11 and 12 the students meet their Daily Physical Activity requirement through PE classes and, for many students, involvement in extra-curricular sports programs.

The courses offered will enable students to meet the requirements of the Graduation Program Order by the end of their Grade 12 year.

There are no BAA courses offered at this time, however, the School Authority is considering several BAA courses in the future.

22. The Authority must

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team verifies that course overviews have been completed for all subjects. Most contain all of the required elements. Teachers are encouraged to continue developing course overviews to better align assessment strategies with assessment indicators and Ministry PLSs.

The Team would encourage teachers to continue to find ways to celebrate their students' success. Ways to celebrate success could include ongoing classroom and hallway wall displays of students' work, postings of work on line, presentations at assemblies, and presentations to other BC Program classes and/or to the elementary Chinese Program students.

23. The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program

- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.*

Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of SIPFLS is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team observed the teachers employing a variety of strategies

enabling students to be actively involved in class discussions, group work, individualized assignments and teacher directed instruction. SIPFLS teachers are to be commended for the professional manner in which they conduct themselves and for the enthusiasm they bring to their instruction. The Team also commends the staff for their 'student centered approach' which has led to good rapport among teachers and students and created a learning atmosphere that allows learning to flourish.

Students have opportunities to participate in a wide range of extracurricular activities and this has most certainly contributed to the warm atmosphere and positive learning environment evident at SIPFLS. The Team is impressed with the commitment of the Principal and the staff in looking for ways for all students to be successful in both their academic and their social environment.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Four report cards a year are sent home to parents/legal guardians. Student report cards are printed in English and Mandarin. Teachers draft anecdotal comments detailing the student's strengths and difficulties and they indicate a possible plan of action for any struggling students. The SIPFLS report card includes data such as percentages, letter grades, attendance and comments. Letter grades and percentages follow BC specifications and the BC Principal thoroughly reviews and signs all of the report cards.

The Team suggests that the Principal and staff consider a consistent response and plan for the issuing of an "Incomplete" mark.

Parent-Teacher interviews are held after the mid-term report cards with one in November and one in April. There are numerous ad hoc meetings and teachers and administration feel that they are continuing to build solid lines of communication with both students and parents.

Chinese Head Teachers also call parents with respect to student achievements, behavior problems, or unsatisfactory academic achievement. The Team notes that the SIPFLS administration is working hard to ensure that report cards and other important school bulletins are sent home to parents and that good parent communication continues to be a priority.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the Certified BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms. English language assessment scores have been included in each student record.

Student files are kept in a secure cabinet in the administration office. The Principal, his assistant and the Academic Advisor are responsible for maintaining and updating the student records. Student files are complete and in good order, and include such items as filed copies of previous report cards.

- 26.** *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The Team commends the Principal and staff for the collegial environment that exists among staff. This connective environment is a cornerstone for creating a professional learning community in any school. The Principal has bi-weekly meetings with staff and monthly school wide assemblies with all students and staff.

Teacher evaluation policies have been discussed with all teaching staff. Evaluation using established criteria (for example, Danielson criteria) is encouraged and teachers have been asked to self-select to be part of this process. The Team notes that no written evaluations have been completed for the current staff for this year. The Team encourages regular and ongoing teacher evaluation to be a priority for the Principal.

Teacher files contain copies of BCCT or OIIS Certification and criminal record checks. Extensive and detailed employment contracts are also included in all teacher files.

The Team is unable to verify that a written SPIFLS Principal evaluation by the BC Agent took place in October of 2010.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the Certified BC Program, records, administration, operations, teacher certification and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC Program and to ensure continuity and sustainability for the delivery of the program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates'*

post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

SIPFLS has created an Academic Advisor position this year. The Academic Advisor assists students in acquiring Canadian Study Permits, in being accepted into an overseas post-secondary institution and in tracking graduates in their post-secondary studies. The Team has every reason to expect that these practices will be continued and improved upon as the school grows in size.

SIPFLS has collected the form entitled "Consent to Collect, Use and Disclose Personal Information" for all students in the BC Program.

C: Report Summary – Commendations and Recommendations

Commendations

The Inspection Team thanks the Authority and the administration and staff for the cooperation received during the time of the inspection and commends SIPFLS for the progress made in its development of the school and the development of the BC Program. Specifically it commends the school for:

1. a collegial environment among staff that is the cornerstone for creating a professional learning community in any school.
2. the good rapport among teachers and students which has created a student centered learning atmosphere that is conducive for learning to flourish.
3. the support of the Chinese Principal and his administrative staff and their commitment to the success of the BC Offshore Program.
4. the staff's commitment to the teaching and understanding of English in all courses.
5. a campus complex that has space for the future development of a larger and more comprehensive BC Program.
6. the introduction of School House Teams and an expanding extra-curricular program which is providing a wide variety of activities for different student interests.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a written plan and timeline for proposed implementation of the following items:

1. The Team encourages the School Authority to develop the library as a center for learning. The library should be strategically located and contain resources appropriate for students in the Certified BC Program.

2. The School Authority needs to ensure that all teachers are properly certified.
3. The Principal and staff need to develop a concrete plan for professional development.
4. The School Authority needs to address student exit safety from the dormitory during the evenings.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Suzhou Industrial Park Foreign Language School be recognized as a British Columbia Certified Program.

Certification Status Inspection Report
On
Guangzhou Huamei International School
Guangzhou City, Guangdong Province, the People's Republic of China
February 22-23, 2012

INTRODUCTION

On February 22nd and 23rd, 2011, a Certification Status Inspection was completed on the BC Select Course Gifted Program offered at Guangzhou Huamei International School located in Guangzhou city, Guangdong Province, the People's Republic of China by Mr. Raymond Sutton in accordance with the Offshore British Columbia Program Certification Status Agreement (Certification Agreement).

The purpose of this inspection was to determine whether the requirements for certification as stated in Appendix A of the Certification Agreement had been met.

The BC Select Course Gifted Program (BC Select Program) was established at Guangzhou Huamei International School (GHIS) with the intention of providing students, who will be writing the Chinese National University Entrance Examinations, the opportunity to take additional English courses in order to enhance their chance of acceptance to both national and international universities.

GHIS was established in 1993 as a co-educational boarding school offering programs from Pre-school through Grade 12. Currently there are approximately 3,000 students enrolled in the school.

The BC Select Program is one of several international programs available to students at GHIS.

The BC Select Program currently offers: English 10, Communication 11, Communication 12 and a BAA course, English language Learning 11 (YESFL) to the 71 students currently enrolled in the program.

The Inspector met with the Principal/teacher of the BC Select Program, the BC Agent and the senior administrators of GHIS, visited classrooms and facilities and reviewed course overviews and documentation. The Inspector reported out to the above at the end of the visit.

The Inspector would like to thank all associated with GHIS and the BC Select Program for the preparation that was done prior to the visit and for the hospitality shown during his time at the school.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

SCHEDULE "A" REQUIREMENTS FOR CERTIFICATION AND MAINTAINING CERTIFICATION

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

GHIS has been operating the BC Select Program since September 2008. The school underwent a candidate and a certification review in March 2009 and Certification inspections in April 2010 and March 2011. In all the inspections the criteria for the Offshore Agreement were being met.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The school has been approved by both the Guangdong Province and the Guangzhou Tianhe District Education Bureau.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority entered into an "amended and restated" agreement in September 2011 with School District #34 Business Company of Canada for the providing of educational services. The British Columbia Agent has been confirmed by the Province and meets all the requirements as laid out in paragraph 5 of this agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The BC Select Program is provided with office and preparation space in the Middle School building of GHIS. The teacher moves to the student's classrooms for

instructional purposes. The classrooms visited were adequate, well lit, clean and well equipped. There were displays of student's English work on the walls.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The office provided for the BC Select Program has several computers and internet access. The Principal/teacher is responsible for the submission of the data requested by the Province. There was evidence to show that the school has provided the necessary data required. The School provided the Inspection Catalogue in preparation for the Certification Inspection.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The promotional materials for the BC Select Program were reviewed and were found to be clear and consistent with practice.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Representative for the School Authority stated that they have paid all fees and costs related to the BC program.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All courses are being provided in English in a satisfactory manner.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

English courses, taught by a BC certified teacher, are taught in the lower Middle school grades. While these courses are not part of the BC Certified Program the teacher works closely with the teacher in the BC Program to ensure students receive

maximum benefit from the courses and are, as far as possible, prepared for the Graduation Program English courses.

An English proficiency test is administered to students before they are accepted into the BC Select program. Provided a satisfactory score is obtained students are accepted in the BC English 10 program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

As proficiency in English is regarded as an important goal by the school all students at GHIS receive English instruction from a Chinese English specialist. These classes are not part of the BC Program but they do contribute to the student's acquisition of English.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The BC Select program has an annual budget for the acquiring of textbooks, novels and resource materials. A wide range of appropriate materials were observed during the visit. The program has access to the school's library which has a good supply of appropriate English reading materials. The students and teacher also have the use of a computer lab for class assignments and for preparation for the Provincial examinations.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal/teacher is certified by the British Columbia College of Teachers. This is her 22 year of teaching all of which has been in the BC Select Program at GHIS.

She is responsible for communicating with the BC Ministry of Education in terms of data transfers and all examination related communications and for the acquiring of Personal Education Numbers (PEN) for the students and the maintaining of student records and files. The Principal/teacher also reports out to the School Authority and the parents. She receives the support of several GHIS administrators and meets regularly with them.

The Principal has the necessary authority and resources to support the BC Select Course Program.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate*

background checks as required to ensure good character and fitness to be a teacher.

As noted above the Principal/teacher holds current BC certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

All courses in the BC Select Program are taught by the one teacher who is BC certified.

- (b) *With respect to the educational program for Kindergarten and Grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

N/A

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The BC certified teacher is responsible for all aspects of the program including reporting out to parents on student progress.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) hours of work,*
- (b) the duties of the British Columbia Certified Teacher,*
- (c) the teaching assignment,*
- (d) accommodation provided or available,*
- (e) length of school day,*
- (f) length of School Year,*
- (g) salary and benefits,*
- (h) travel arrangements,*
- (i) medical expenses,*
- (j) applicable work permits.*

The teacher contract was reviewed and found to be comprehensive and covered working and living conditions and the teaching assignment. The School is in compliance with the Freedom of Information and Protection of Privacy Act, by having a signed written consent form for the staff member on file.

Orientation for the position was provided in Abbotsford, British Columbia, prior to the appointment.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The computers available at the school are sufficient in number and connectivity to ensure students can take the required electronic examinations at one sitting. These are more than sufficient for all students to take the exams at one sitting.

The school uses Tess by Windsor Harts as its administrative software.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The GHIS handbook/calendar was made available with an English translation. The handbook contains detailed policies on, amongst other things, student admissions, expectations, discipline and appeals. The evaluation of the teacher is undertaken by the BC Agent a certified experience BC educator.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

All courses offered follow the BC Curriculum and exceed the Ministry time requirements for instructional time. Course overviews were reviewed as were unit plans and short term planning and were found to be complete and aligned with the Ministry learning outcomes.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

N/A

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

Currently the courses offered within the BC Program are not sufficient for students to earn a BC Graduation Certificate. Students will receive a Ministry transcript for the courses taken.

22. *The Authority must*
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Detailed course overviews, including achievement indicators, are in place and on file along with daily lesson plans. Planning reviewed indicates that a variety of instructional techniques are being used, including written and oral work, individual and group work, student presentations and projects and teacher led instruction. Student assessment is taking place using appropriate strategies and samples of student work are kept in the student's files.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

The courses offered, while focused on the teaching of English, do show a desire to assist students in intellectual, human, social and career development.

Students completed provincial exams in English 10 and Communications 12 in June 2011. The variation between the school mark and the examination mark remains high and the school and teacher continue to look for ways to address the difference.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Student reports are issued twice a semester in English accompanied by a Chinese translation. Interim reports are sent when a student is struggling in a course. Copies of reports are kept in the student files. The teacher is available for meetings with the parents and the Chinese homeroom teacher if needed.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Student records, as far as they pertain to the BC Graduation program, were reviewed and found to contain all the information as required in the Certification Agreement. Records are kept electronically with printed copies placed in the student files. The School complies with the Freedom of Information and Protection of Privacy Act by having a signed written consent form for the students on file. Hard copies of records are kept in locked file cabinets in the office.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The BC Agent is responsible for the formal evaluation of the Principal/teacher. Copies of evaluations are kept in the teacher's file along with copies of the teacher's credentials and contract. This file is kept in a locked file cabinet in the office. GHIS has in place its own teacher evaluation system which it applies to the teacher in the BC Select Program. This process consists of student assessment through questionnaires, the results of which are passed on to the teacher and informal visits by the Middle School Vice Principal responsible for international programs.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction*

with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The School District #34 Business Company has a strong working relationship with GHIS focused on student success in a very limited program. The facilities and resources of GHIS are well suited to serve the needs of its students.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

As noted in this report signed copies of the "Consent to Collect, Use and Disclose Personal Information forms are on file.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection team commends the Authority and Principal/teacher of the BC Select Course Program offered at Guangzhou Huamei International School on the following:

- The excellent preparation that preceded the visit.
- The positive interactive learning environment created in the classrooms.

Recommendations

N/A

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of BC International Education that the British Columbia Select Course Program offered at Guangzhou Huamei International School be recognized as a British Columbia Certified Program.

Certification Status Inspection Report

on

Tianjin TEDA Maple Leaf International School

**71 -3rd Avenue, TEDA, Tianjin
People's Republic of China**

November 18 & 19, 2011

A. INTRODUCTION

On November 18 and 19, 2011, a Certification Status Inspection was completed on Tianjin TEDA Maple Leaf International School (TTMLIS) in Tianjin Economic Development Area (TEDA), Tianjin, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The Inspection Team (the Team) was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Mr. Doug Lauson, Superintendent of a British Columbia independent school system and Mr. John Crawford, independent consultant on International Education. Mr. Lauson was the chair of the team.

The School has an enrolment of 651 students, in the Grades 9 – 12 BC program (source: Inspection Catalogue for Offshore School Certification, August 22, 2011). There were 268 students in Grade 10, 217 in Grade 11 and 136 in Grade 12.

All students are enrolled in the BC program. However, the number of BC courses that a student takes at the Grade 10 level is dependent on his/her English language proficiency. Students may be enrolled in the BC program entirely, or partially. Students in need of additional English language support are enrolled either the Foundations Program or the Bridging Program and are therefore only partially registered in the BC program with one or two courses. All students are working towards earning a BC Dogwood certificate.

The Authority, Maple Leaf Educational Systems (MLES) is responsible for the teaching of the BC Program. The Authority also operates several other BC program schools in the People's Republic of China. All MLES schools are British Columbia certified schools and are located in the PRC. The Authority also offers the Chinese program in addition to the BC program.

On the evening of November 18th, the Team met with the school administration and on the morning of November 19th, the inspection team met with the BC teachers to explain the inspection process. During the two-day visitation, the team members met with the BC Principal, BC teaching staff, the Chinese Headmaster and the Superintendent of Schools.

The inspection team visited teachers' classrooms, viewed teachers' long-term, short-term and daily planning, assessment records and student work. School policies, student and staff handbooks, relevant documents, student files and teacher files were also examined. At the conclusion of the inspection, the Team met with the staff on the afternoon of November 19th to share its observations and to give oral comments on the inspection.

The Team would like to thank the TTMLIS staff for their hospitality and preparedness for the inspection visit. The excellent preparation of relevant documentation proved to be very helpful in assisting the expediency of the inspection. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

- 1. The Authority, subject to the prior written approval from the Province, must have***
 - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,***
 - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.***

Tianjin TEDA Maple International School opened its doors in September 2008. The Memorandum of Understanding had been signed on April 27th of that year. The Offshore Agreement was signed on May 22, 2008. It underwent a Candidate Status certification inspection just before opening, in August 2008 and the growth has been steady each year since. The following January, the school underwent a successful Certification Status inspection.

In addition to the BC Program, the school offers a Chinese K-9 program that also provides students with extra English instruction.

The school offers the British Columbia 2004 Graduation program. The core subjects are offered with electives in Fine Arts and Information Technology. All students are required to take Fine Arts (Drama) as it assists in their English language acquisition.

The school was inspected by the BC Ministry of Education in December 2010. This report required the school to verify that a particular teacher met the teaching requirements of the Agreement. It also required that locks be placed on science lab

cupboards that contain hazardous materials. The Team confirms that both recommendations have been implemented. The current Certificate Status is valid until June 30, 2012 as verified by Certificate #10396799.

2. ***The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

The *Offshore School BC Program Certification Status Agreement* was signed with the Deputy Minister of BC on October 22, 2008. The Team received an excellent binder from the school administration that contained copies of all the documents that needed to be examined to confirm the governance requirements of the Agreement. These included various permits and Chinese government documents that verify that TTMLIS operates within the laws and bylaws of Tianjin Economic Development Area (TEDA), Tianjin, People's Republic of China. Documents included the Private School Licence and Food Sanitation licence from the Tianjin TEDA Culture and Education Health Bureau, Inspection reports from the Tianjin Ning Da Fire Control Safety Inspection Co. Ltd.

Therefore, the Team verifies that the Authority has received approval from the appropriate government offices to construct, occupy and operate Tianjin TEDA Maple Leaf International School.

The school's students are mostly boarding students, 95% of whom go home on weekends.

3. ***The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.***

School records indicate a letter to the Inspector of Independent Schools from Mr. Sherman Jen, Chairman, Maple Leaf Educational Systems, appointing Ms. Susanne Penner as the British Columbia Agent for Dalian Maple Leaf International School and all future Maple Leaf schools that will open in other cities in China. A response letter from the Inspector of Independent Schools dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all the requirements set out in paragraph 5 of the Agreement including citizenship, residential status and teaching certification.

4. ***The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The facility was constructed in 2003 and purchased by MLES in July 2008 and additions and renovations began. The school was named Tianjin TEDA Maple Leaf International School. The School accommodates both a Kindergarten to Grade 9 Chinese Program and a Grades 10 to 12 BC Program. The buildings are undergoing present and future changes with plans to build a new Elementary/Middle school to meet the requirements of both programs. The middle school students have already moved in and the elementary students are anticipated to move in during the Winter break.

There are a number of buildings on the property: administration, classrooms and offices for the Kindergarten to Grade 12 Programs, gymnasium and arts building, media center and library building, cafeteria, dormitories and Chinese staff residences. Wireless Internet is available throughout the buildings.

As with all Maple Leaf schools, the school perimeter is secured, in this instance by a TEDA security firm. The four-storey main teaching building is to the left of the security gate. In the science wing of the teaching building, there are 17 classrooms, plus a drama room. In the “I” wing, there are 14 classrooms and in the Arts Building across the courtyard, a further 14 classrooms. The school has three computer labs, three lecture theatres, two libraries, two (shared) gymnasiums as well as staffrooms. The Chinese Headmaster’s office is located in the administration building, where the Registration and Finance offices are located.

The Gymnasium Building has two gymnasiums, music practice rooms, art studio and dance studio. In the Library Building, there is a Chinese library, English library, performance theatre, Chinese museum dedicated to the life of Zhou Enlai (First Premier of the People’s Republic of China) and computer labs. Behind the Library Building is a rubberized athletic track and field.

The cafeteria serves hot meals to the students three times a day and is inspected by the local authorities.

The open court yard has four outdoor basketball courts and, characteristic of Maple Leaf Schools, the large Jade rock and statues of Zhou Enlai and Ma Xiangbo welcome all who pass through the school entrance. The grounds are landscaped with grass, trees and pathways between buildings. The grounds and buildings are maintained by a crew of maintenance staff.

Fire drills are carried out regularly during the school year and there is first aid available through the school’s clinic and onsite medical staff. Earthquake drills are also done during the school year. The school’s detailed Critical Incident Response Guide outlines steps to be taken in almost any critical emergency, for example hazardous materials incidents, weapons in the school, custody and access issues, bus accidents, and even media communications. The school is commended for developing such a document to assist staff in handling emergencies.

The Team confirms that TTMLIS facilities and grounds meet the requirements for the instruction of BC courses being offered.

5. ***The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Authority submitted the Inspection Catalogue to the BC Ministry of Education as required and updated pages were sent to the Team prior to their arrival in Tianjin. The Team confirms that the school submitted all the required Ministry data, including the requests for PEN numbers for all newly enrolled students, student data collection forms 1701, I-2001 reports for each BC Certified teacher and TRAX electronic data transfer for each student registered in the graduation program.

The school uses the Harts Systems Windsor/TESS school administration software to track student demographics and academic achievement. The Team examined the Windsor/TESS data and verifies that appropriate student data is being collected and electronically stored. All records and reports are in English, although some are translated into Mandarin as well. The Windsor /TESS data is managed by an English-speaking administrative assistant, who was very helpful to the Team during the visitation.

6. ***The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.***

TTMLIS is a member school of the Maple International Educational system of schools and therefore follows the regulations and policies of the organization with respect to registration protocols, tuition rates, refunds for withdrawals part way through the school year, etc. The Team examined the promotional materials, including visiting the Maple Leaf Educational systems website:

http://www.mapleleafschools.com/mainpage_english.html

The Team confirms that all promotional materials are consistent with school practice in terms of programs offered, boarding facilities, school facilities, tuition fees and other materials.

7. ***The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".***

The Team was informed that the pre-paid application fee, one-time student registration fees, all applicable examination fees (2010-11) and annual inspection fees as set out in Schedule C of the Agreement are paid by the Maple Leaf Head Office in Dalian.

8. ***The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

All courses in the British Columbia program are taught in English with the exception of Mandarin 10, 11 and 12. The school has a letter on file (April 30, 2008) from the Ministry of Education granting such exemptions. The Authority operates several BC graduation program schools in the People's Republic of China and has system-wide approval granting locally certified teachers to teach Mandarin 10, 11 and 12. The instruction in these courses by the local Chinese teachers is appropriate and satisfactory to the Team.

9. ***The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

TTMLIS requires that all students applying for admission to the BC program complete an Entrance Exam and English language proficiency test in August. The exams are marked and the principal compiles a list of students for Grade 10. This list is given to the EFL coordinators of the Language Elective Program (LEP). A timetable is developed for the three different student cohorts – Regular BC Program, Bridging Program and Foundations Program.

The assessment test has been developed for Maple Leaf International schools and has reading, writing, listening and speaking components. Students who are successful in attaining a satisfactory grade are admitted into the BC program through one of three cohorts; Foundations Program, Bridging Program or BC Grade 10 program. Students with identified weaker skills are placed in the Foundations Program; students with satisfactory language skills enter the BC Grade 10 program directly; students with skills that need to be further developed are placed in the Bridging Program. Re-assessments are done in the first three weeks of the semester and if capable, students are transferred to the next level program. All students enrolled in the school take at least one course of the BC program and are therefore enrolled in the BC program.

The school does not use any assessment data older than one year.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

In addition to the provisions stated in Section 9 above, the school requires that all students complete a Board Authority Approved (BAA) course, Introduction to Literature 10, before enrolling in English 10, and a similar BAA course, Introduction to Literature 11, before grade 12. These courses have been specifically developed by Maple Leaf schools to assist students in acquiring the English language in a practical and usable manner so that they can be successful in their graduation goals.

The Team commends the Maple Leaf Educational system for its development of these BAA courses and the program put in place to assist students in further developing their English language skills.

To achieve these goals, the school employs additional staff to work in the Language Elective Program (LEP). Specifically, the school employs three staff members who have a defined role to play in helping students acquire the language. There is a collaborative relationship between the BC Program Director of Language Arts and the Chinese School's English language department.

The SMART Center is designed to help students improve their language skills. Students that are identified by the classroom teacher after reporting periods attend the center for a defined period of time.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team determines there are a sufficient number of appropriate textbooks available and there are secondary support materials. The library lists over 5,400 titles.

Computer access and Internet capability are adequate for the BC Program needs and wireless connectivity is available throughout the school except in the Arts building, which is across the court yard.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal has served 29 years in administration and has been involved with Maple Leaf International Schools for several years. This year is his 22 year in teaching and his first year at TTMLIS as principal. He is certified with the BC College of Teachers.

He has been designated the necessary authority to administer the day-to-day operations of the school to fulfill the functions and duties set out in paragraph 1.01(1)(b) of the Agreement. He is also designated the role of Vice Headmaster and therefore works closely with the Chinese Headmaster and the Counsellor General in looking after the student needs both academically and socially. His responsibilities are clearly laid out in his job description, which includes ensuring that the BC educational program is taught appropriately and that all students have the opportunity to succeed.

The principal is assisted by the Vice-Principal who also has many years of teaching experience. They complement each other well and they work well as a team of administrators. This was witnessed by the Team on many occasions, in the way they dealt with students and staff, both in school and out of school.

The team commends the administration on operating an efficient and effective school that strives to meet the needs of the students enrolled.

- 13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.***

TTMLIS employs 30 full time teachers, 18 of whom are new to the school this year. Almost all the teachers are certified by the BC College of Teachers, except one who holds an Independent Schools certificate restricted to his subject areas. Therefore, all teachers, having proper certification, have been criminally record checked by either the BC College of Teachers or the Independent Schools Office (as criminal record checks are now directly tied to the certification process). This complies with the Criminal Records Review Act, R.S.B.C. 1996, c. 86.

- 14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.***

All teachers who are responsible for delivering the BC Program are appropriately certified by either the BC College of Teachers or the Office of the Inspector of Independent Schools. Last year's inspection report required that the certification of one

teacher be verified to the Inspector. This has been completed satisfactorily and there are no issues regarding teacher certification.

There are four Mandarin teachers who teach Mandarin 10, 11 and 12 in the BC Program. These are Chinese nationals, holding Chinese Teaching certificates.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

TTMLIS does not offer a Kindergarten to Grade 9 BC Program.

- 15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team visited all classrooms and inspected all planning documents of the teachers. These included short-term, long-term and daily planning, as well as examination of the teacher's assessment records. The Team also examined the student files that contain reports sent home to parents. The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians of the students enrolled in the BC program are carried out by only BC certified teachers.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*

- A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *an estimate of the cost of living in the area where the School is located;*
 - (f) *length of school day,*
 - (g) *length of School Year,*
 - (h) *salary and benefits, and*
 - (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and*

The teacher contracts have been developed by the Head Office of Maple Leaf International Schools and are standard in all MLIS institutions. The Team spent some reviewing the terms of the teacher's contract with the principal focusing on the nine points listed above. In addition, the Team examined actual teacher files and contracts, plus reviewing the document Teachers Handbook, Policies and Procedures, Year 2011-12 that is developed by the Head Office in Dalian. The Team confirms that the school meets all the employment requirements of the Agreement.

The Team verifies all teacher contracts are on file in the administration office and that each teacher has signed the *Consent to Collect, Use and Disclose Personal Information* form. Teacher files are kept in the Principal's office and they contain limited day-to-day education information.

Teachers attend an orientation day in Vancouver with other MLIS teachers before leaving for Tianjin. This day is dedicated to helping new teachers understand the culture of the Chinese people, nature of teaching in a school with a high proportion of ESL students, company culture and what it means to live and work in a foreign country. This MLIS-wide orientation day is supplemented by the local school when the teachers arrive in China. Teachers spent three days learning about their new environment, the Chinese learner and cultural differences. Teachers are supported in their pedagogy by regular monthly staff meetings and department head meetings as well as professional development discussions.

- 17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.***

The school campus includes three computer laboratories with a total of 90+ computer workstations for student use, plus 10 more in the library. They are installed with Internet capability and the necessary hardware and software requirements to enable the writing of provincial exams. Last year, the school upgraded the Internet bandwidth to accommodate more users.

The school uses the Winsor school administration system by Harts Systems Ltd., one of the approved vendors listed in Schedule D.

The Team concludes that the school meets the requirements listed in Schedule D of the Agreement that includes the Ministry requirements for electronic data transfer. These

requirements state the minimum software and operating systems needed to host electronic exams.

- 18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.***

TTMLIS follows all the policies and procedures developed by the Head Office of the MLIS organization. The Team reviewed the recently updated Policy Manual that MLIS has developed for all its schools that offer the BC Program. The Manual covers policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of staff.

In addition, the Student Handbook includes General and Academic information as well as Student Responsibilities. There is a detailed section on discipline. The student handbook includes Chinese translations of the policies.

The school has a website that details almost every aspect of the school's program, campus life, extra-curricular activities, tuition costs, etc.

(http://www.mapleleafschools.com/ML_Tianjin_International/index.html). The Team commends the school and MLIS for providing such transparent information to the students, parents and the public.

- 19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.***

The Team confirms that the TTMLIS offers the British Columbia Curriculum as required in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act. Each Department; English, Social Studies and Humanities, Physical Education and Science/Information Technology/Mathematics, presented a fully organized binder detailing course outlines, unit planning with reference to Prescribed Learning Outcomes, learning resources and assessment strategies. The documentation, supplemented by classroom visits to every BC teacher, confirmed subject content, instructional time and learning outcomes consistent with Ministry expectations.

In the case of instructional time, the school exceeds the minimum requirement of 850 hours per year expanding to 1,150 hours per year. This is calculated by 6.25 hours/day instructional multiplied by 184 days in session.

- 20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.***

At the present time, TTMLIS only offers the BC Graduation Program at the Grades 10, 11, and 12 levels.

- 21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.***

The Team confirms that TTMLIS provides a Graduation Program that allows students to satisfy British Columbia graduation requirements. Students in Grades 10, 11, and 12 are offered a wide selection of courses over two semesters.

Students take one English course each semester; Introduction to Literature 10 (BAA Course), English 10, Introduction to Literature 11 (BAA Course) in Grades 10 and 11. Grade 12 students are all registered in English 12 first semester and depending on their results, they will take either Writing 12 or Communication 12 in the second semester. The English 12 Provincial Exam is written in May.

In Science students take Science 10 and are able to choose from Biology, Chemistry or Physics for Grade 11 and 12.

Students take Social Studies 10 and 11 that can lead to Geography 12 or History 12.

All students take Mathematics 10, 11, and 12. Calculus 12 is an elective for those successfully passing Mathematics 12.

The Foods program has been strengthened to help students adapt to independent university living.

Planning 10 is offered as a separate course in Grade 10.

Students have 150 minutes of physical activity weekly through Physical Education 10, 11, and 12. In addition, students engage in Tai Chi every Tuesday and Friday morning for 30 minutes.

TTMLIS students receive BC Ministry approved instruction in Mandarin 10, 11, 12 and Chinese as a Second Language by Chinese certified teachers. It is noteworthy that beyond the clearly defined requirements of the BC Graduation Program, the school

offers a wide variety of electives; Visual Arts 10 (General), Visual Arts 11, 12, Information Technology 10, Arts Foundations 11, 12, Studio Art (Drawing and Painting) 11, 12, Tourism 11, 12.

Graduation Program requirements are satisfied through one further enhancement – Grade 12 students meet individually with an Academic Advisor who assists them in selecting the most appropriate post-secondary program. The Graduation Transitions handbook for students is excellent. It assists the student in examining all areas of discernment before applying to colleges or universities. The handbook is well designed, easy to use and is an invaluable resource for graduates. The academic advisor meets grade 12 students during “X” block to provide them with academic counselling. The school strives for excellence and the BC Graduation students are the beneficiaries.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and***
- (b) *use the British Columbia Ministry of Education’s British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.***

As indicated in Section 19 above, the school administration presented the Team with course overviews that were thorough in detailing content, assessment schedules and strategies, and links with British Columbia Prescribed Learning Outcomes. Further, each classroom teacher had a comprehensive binder that included:

- Teacher biography and credentials
- ESL MOE Guidelines with supporting articles
- Course Outlines
- Attendance Records
- Assessment documents including mid-term exam results and school report cards in a computer generated format
- I Report – an administrative referral document for students not currently meeting learning outcome expectations. The intervention strategy refers the student directly to the SMART Center; a small group tutoring classroom for ‘credit recovery’.
- Daily Lesson Plans
- Copy of report cards

- Independent project overviews for 2011.

The Team visited every teacher delivering the BC program and it acknowledges diligent and satisfactory classroom pedagogy in each subject area. A few common themes are indicative of the quality of instruction offered at the school.

In terms of Leadership, the Principal and Vice Principal, supported by strong administrative staff, complement each other and offer strong role modeling for a young staff.

Every staff member and each subject area recognized the value of integrating English language skills into the core curriculum. The establishment of the SMART Center to offer a concentration on language weakness, and support for electives with strong language prerequisites such as Foods and Nutrition are exemplars of the English language focus. The concept is reinforced in course outlines, as quoted from the Art Foundations 11/12 and Studio Arts 11/12 course outline: “Our special emphasis is in enhancing student understanding of the English language, with a strong element of speaking, listening and writing. In this way, we hope to augment the students’ English 11 or English 12 program with a strong base of creative and critical thinking, whether it is through story-telling and public speaking, or through personal expression and visual art critique.”

The innovative SMART Center has been detailed earlier (see Section 22). The Team also visited ‘Super 9’ classes. This program enhances English language skills and prepares middle school students for the transition to the BC Graduation Program. The ESL program is transitioning from a four stage model to a more system-wide LEP (Language Elective Program) and trying to adapt the best features of each.

The school is rich in visual art displays, provides opportunities to cook food and earn credit, reinforces Chinese history through the impressive Zhou Enlai Museum and offers students extra-curricular opportunities through a long list of activities that include athletic and non-athletic teams and clubs.

The Team noted the sophistication of project development and presentation. Students are expected to adhere to the demanding IGNITE Presentation style and speak in English with sophisticated comprehension. The Team were impressed by the high-level oral presentations supplemented by PowerPoint presentations.

In the Spring of 2011, in conjunction with two other Maple Leaf Schools (Wuhan and Dalian), the school has published a book of student creative writing, called The Bridge. Student authors contributed short stories to this publication “in honour of the past”. The writings contained illustrate the high level of writing proficiency of the students and it serves as an exemplar for others to emulate.

Each student has a Learning Handbook, which is similar to a student agenda. It covers student expectations, responsibilities, activities and other useful pieces of information.

23. ***The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program***
- (a) ***that demonstrates Student progress in achieving intellectual, human, social, and career development,***
 - (b) ***that includes the Provincial Examinations, and***
 - (c) ***that demonstrates that all the Students are taught in accordance with this Schedule.***

As documented throughout this report, the Team observed high quality teaching carefully aligned to the BC curriculum. Consequently, the assessment and evaluation of TTMLIS students demonstrates satisfactory progress in achieving intellectual, human, social and career development.

Students are scheduled to write Provincial Exams consistent with the process utilized in previous years. All Provincial Exams will be electronic this year. English 10 and Social Studies 11 will be marked locally by BC certified teachers using rubrics and marking materials from the BC Ministry of Education.

24. ***The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.***

The Team verifies that Tianjin TEDA Maple Leaf International School adequately informs students and parents of academic progress through four report cards per year – two interim reports plus two final. The report cards contain three components: what the student can do, areas requiring improvement, and suggestions for improvement. The comments on the reports are translated into Mandarin so parents clearly understand their children's progress. The School is in the process of constructing the school website so that school information and translated report cards are available electronically.

25. ***The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.***

The Team verifies that Student Records exist for each student in the BC Program. The files, stored in locked filing cabinets in the administration office, include the students' demographic information, Permanent Records (1704 forms), report cards and signed

Consent to Collect, Use and Disclose Personal Information forms. The students' demographic information, Permanent Records (1704 forms) and report cards are stored electronically. The electronic information is secure and backed up regularly.

- 26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.***

Maple Leaf International Schools Human Resources policy states teachers are to be evaluated by the Principal in the first year of employment and then every five years thereafter. The Principal indicates that he has begun evaluating teachers and random examination of teacher files provided evidence to support that the policy is being followed. The Principal is to be evaluated by the Superintendent during the current school year.

Teacher files include each teacher's certificate and university credentials, signed *Consent to Collect, Use and Disclose Personal Information* form and verification of practising status. In the binder provided to the Team, a chart indicating which teachers were evaluated, by whom and on what dates, was included. This chart provided valuable data to the Team to be able to verify that an evaluation system was not only in place, but was actively being used. The Team commends the administration for this degree of organization in preparation for the inspection.

- 27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.***

As described above, the Team spent two days ensuring that the Agreement clauses of the contract between MLES and the Minister of Education are being appropriately followed by TTMLIS. This annual on-site inspection included an assessment of the facility, grounds and equipment as they pertain to the delivery of the BC Program. This

inspection also included a review of student and teacher records, office files, government documents, student and staff handbooks, local and system-wide policies and protocols, day-to-day operations and specific examination of the educational program.

The Team is pleased to state that the school meets the requirements of the Agreement.

28. ***The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.***

The BC Agent wrote a letter to the Province on November 9, 2010, indicating that all Maple Leaf International schools will assist graduating students with respect to applications for Canadian study permits and will track graduates' post-secondary careers in accordance with the Province's directions. In practice, the school adheres to the intent of the process for assisting graduates in their pursuit of post-graduate institutions for further study.

All students have signed the Province's form entitled "*Consent to Collect, Use and Disclose Personal Information*."

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, Principal and staff of Tianjin TEDA Maple Leaf International School for the:

- excellent teaching taking place in some of the classrooms visited. The relatively young and new staff is to be commended for their high standard of commitment, not only in time, but in quality and pride of work. This is exemplified in the Super 9 class, SMART Center and class specific efforts such as hands-on cooking, sophisticated art projects and demanding oral presentations.
- exceptionally good student command of the English language in some classes. Language acquisition in an offshore school is usually the greatest challenge to students. The strategies used to enhance language acquisition are showing good results.
- Good tone of the school that is conducive to learning – students show enthusiasm for learning and doing well.

- excellent leadership team of your principal and vice-principal who have the experience and vision of what makes an offshore school successful.
- the support provided by the Chinese Headmaster, Superintendent and CEO.

Recommendations

The school currently meets the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, and therefore the Team has no recommendations for the school Authority to complete.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that the British Columbia Program offered at Tianjin TEDA Maple Leaf International School continue to be recognized as a British Columbia Certified Program.

**Offshore British Columbia
Certification Status Inspection
On
Shanghai Nanyang Model High School - BC Program
Xuhui District, Shanghai
People's Republic of China
November 24 and 25, 2011**

A. INTRODUCTION

On November 24/25, 2011, a Certification Status Inspection was completed on Shanghai Nanyang Model High School (SNMHS-BC) in Xuhui District, Shanghai, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team, appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Craig Davis and Mr. Joseph Colistro (Chair).

SNMHS-BC has an enrolment of 245 students in Grade 10 through 12. Shanghai Nanyang Model High School-BC is in the second year of a complete graduation program having added Grade 12 in September, 2010. In June of 2011 this enabled the first group of students to graduate with the Dogwood Certificate.

The Authority, which is responsible for the BC and Chinese Program, has been confirmed as Shanghai Nanyang Model High School (SNMHS). It is one of the elite *Key Schools* in Shanghai, providing an educational program to gifted and academically strong students. SNMHS is located on a large urban property and provides an educational program to 1500 students in grades 10-12.

The Inspection Team was most appreciative of the warm welcome and hospitality offered by the school Authority, BC agent, Chinese principal, BC principal, administrative staff, teaching and support staff and students. Every effort was made to be co-operative, helpful and accommodating.

The visit began with a brief meeting on Thursday morning with the BC principal and BC agent, to introduce the Inspection Team and apprise the staff of the purpose of the inspection, the inspection process, the mandate and the procedures to follow during the visit. Following this meeting the Inspection Team met with the Chinese principal, vice-principal and staff.

For the next two days time was spent in observation of classroom instruction and administrative procedures. Discussions were held with the school authority, service provider, BC agent, BC principal, teachers, support staff, and students. Yearly course overviews, daily lesson plans, resources, student work, policies, and administrative records, were reviewed.

At the conclusion of the visit the Inspection Team first met with the BC principal, BC agent, service provider, BC staff, and the Chinese administration to thank them for their cooperation during the visit and to share the findings and summarize observations.

The Inspection Team commends the school for the respectful, productive and collaborative relationship that has been developed between the Chinese principal and staff, and the administration of SNMHS-BC.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

Shanghai Nanyang Model High School, BC, received its Candidate Status in July, 2008.

Another inspection team from the BC Ministry of Education evaluated the development of the BC Graduation Program in December 2008, and recommended that the BC Program offered at Shanghai Nanyang Model High School be recognized as a Certified British Columbia Graduation Program. Certification was renewed on July 1st, 2011.

The current enrolment in the BC program (2011-2012) is 245 students consisting of 89 (grade 10), 86 (grade 11), and 70 (grade 12). The school has grown steadily since its original inception.

The Inspection Team commends the school for admitting students excited about the BC program, engaged in the delivery of lessons, and eager to learn and succeed.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Authority, in November 2007, received written approval from the Shanghai District Education Bureau to operate the BC program. A Memorandum of Understanding in support of educational cooperation at SNMHS-BC was signed between the BC Ministry of Education and the Xuhui District Education Bureau on March 7, 2008. An unsigned copy was available for review.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has secured the services of Mr. Tom Harris as the BC Agent. Mr. Tom Harris has been working with the program at Shanghai for 4 years. The BC Agent is a certified BC educator and meets all of the requirements set out in paragraph 5 of this Agreement. The Inspection Catalogue provided a detailed list of how the BC Agent supports the SNMHS-BC.

The Inspection Team commends the BC agent for his close involvement with the school and the level of support provided.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The campus of the Shanghai Nanyang Model High School (SNMHS-BC) which the BC program is delivered is a gated and self contained campus well suited for offering a BC Graduation program.

The facilities include dormitories, instructional and administrative buildings, two gymnasiums, an auditorium, cafeteria, library, outdoor track and field and numerous basketball and tennis courts. The inspection catalogue indicates that school facilities are in compliance with all local building, zoning and health regulations.

The BC Program currently occupies space in 2 buildings on the campus. On one level of the first building is the BC principal's office and meeting rooms. On 2 floors of the second building are teacher offices, and 9 classrooms used to accommodate the current student enrolment. The school has adequate access to a library, computer labs, science labs and gymnasium.

The Inspection Team was satisfied that the present school facilities are adequate to meet the current requirements for the instruction of programs being offered.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the inspection team with a detailed Inspection Catalogue as required.

The school verified that the transfer of all data (TRAX, 1701, I2001) relating to the registration of students and exam marks is on schedule as required. All records and reports are available in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or*

supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.

The Authority has developed promotional and information materials that describe the school's philosophy and programs. After reviewing the information and talking to members of the administration, the Inspection Team determined that the claims currently made by the school regarding; the academic programs offered, student accommodation, fees, school policies etc. was consistent with the school's practice.

The school has developed three handbooks for staff, parents and students. The handbooks, recently updated, contain useful information for members of this school community.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC program, student registration and inspection costs have been paid or in the process of being paid.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The school is aware that courses offered in the Certified British Columbia Program for credit must be offered in English, except for second language courses and any non-core courses specifically exempted by the Province. The Inspection Team noted that the school has written approval on file dated December 9, 2008 to use locally certified teachers for P.E. 10, IT 10-11, and Mandarin 10-11-12. The principal is responsible for overseeing these exempted courses.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Enrolment objectives and numbers are determined by the Chinese Administration at SNMHS-BC.

Prospective students must have completed Grade 9 in the Chinese school system and write an admissions test for English competency. A score of 60% overall or higher on the oral interview and a 70% score on the Chinese Grade 9 provincial examination is required for admission to the B.C. program.

The English proficiency test is administered and marked by B.C. certified teachers and comprises reading, writing, listening and speaking components. The oral component is an

interview with a B.C. teacher or administrator. The B.C. principal makes final decisions regarding admission to the B.C. Program.

The inspection team reviewed the English Language Assessment tool and the related admissions processes. Discussions on the value of recording the admissions proficiency test scores in the Windsor system was discussed with the principal.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

B.C. teachers at SNMHS-BC provide support for ESL learners outside of regular class time as needed or requested. Grade 10 students take English Language Strategies 10, an approved BAA course. Students participate in an English support class with a Chinese teacher 80 minutes each week. These local teachers share a work space with B.C. Teachers. The school is encouraged to continue exploring other opportunities that might enhance English language acquisition.

Students have English speaking Chinese homeroom teachers who provide additional language support and encouragement.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Text resources are ordered as needed throughout the year. The bulk of such resources are ordered in the spring of the year based on enrolment projections and course planning.

A print library is functioning for the second year. SNMHS-BC is working with their Chinese counterparts to enable students to borrow books and to have greater access to the facility. Currently students may only use the library with a class or during the lunch break. There are 32 computers in the library. Discussions were also held on the possibility of relocating the English library collection from the present location in the Chinese library to the teaching wing of the school making it more accessible to students.

There are 2 computer labs on the 6th floor of the teaching building; each with 48 relatively new computers. B.C. teachers sign up to use these labs as needed.

The computer labs are used for regular IT instruction, research, group projects and to write provincial e-examinations.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The principal holds a current Certificate of Qualification issued under the Teaching Profession Act.

The principal is in his first year at this school. He has been given 80% administrative time to manage the daily operations of the school. The remaining 20% is used teaching Grad Transitions 12.

The principal has 22 years of experience both as a teacher and an administrator. He oversees 11 teachers and is responsible for ensuring that satisfactory standards are met regarding implementation of the B.C. Curriculum, student progress, policies and procedures, teacher certification, professional development, resource acquisition, safety, programming, and other requirements as established by the British Columbia Ministry of Education.

The principal meets with the various administrative support staff (bi-weekly) to discuss the British Columbia and the Chinese programs, student life, maintenance, and other related issues.

The Inspection Team confirms that the BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement. The school is in the process of hiring an administrative assistant who, under the supervision of the Principal, will assist in the management of the office, including the organization and maintenance of school files.

The Inspection Team commends the school for the way teachers and administration provide support for each other and work in a collegial manner.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

The school employs 12 teachers, principal included, to deliver the B.C. program. All are B.C. Certified Teachers and have undergone a successful criminal record check by virtue of the current certification process through the British Columbia College of Teachers.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

There are 12 teachers, including the principal, responsible for delivering the BC Graduation Program. All hold current certification through the British Columbia College of Teachers.

The Inspection Team commends the school for the core group of energetic, enthusiastic teachers hired to teach in the BC program.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior*

written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

SNMHS-BC is currently offering grade 10/11/12 of the Graduation program.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Inspection Team was able to observe teachers providing instruction in all three grades and across a variety of curricular areas. BC Certified Teachers, plan, evaluate and provide instruction to students enrolled in the BC program.

Teachers maintain daily marks, attendance and term end results in *Integrate PRO*. These results are transposed into 4 regular bilingual reports during the year.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) hours of work,*
- (b) the duties of the British Columbia Certified Teacher,*
- (c) the teaching assignment,*
- (d) accommodation provided or available,*
- (e) length of school day,*
- (f) length of School Year,*
- (g) salary and benefits,*
- (h) travel arrangements,*
- (i) medical expenses,*
- (j) applicable work permits.*

The contract offered to teachers is competitive and comprehensive. All aspects relating to remuneration and living in China are clearly articulated in the contract and in the staff handbook. The staff handbook also outlines routines and expectations for teachers.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition. The Team noted the development of a creative and informative ‘*Foreign Teachers Survival Guide*’ published by the school for teachers in the BC Program.

Staff files contain all of the required documentation. The Team confirms that the School complies with *Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186* by having signed written consent for each staff member and students enrolled in the BC Program.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

Three computer labs have high speed internet access and printing capability and are adequate and appropriate for writing B.C. Provincial e-exams. Students write practice exams and all exam writing is invigilated by B.C. Certified teachers. B.C. teachers mark the school portion of the exams the same day they are written according to Ministry guidelines.

Teachers use the computer consoles and LCD projectors to integrate technology into daily instruction. There is an obvious interest in expanding the use of technology in teaching and learning.

The school uses Windsor/TESS to manage student data and with Turbo-TRAX is able to make all required data transfers to the Ministry.

The Inspection Team commends the school for its work in exploring the expanded use of technology in daily instruction.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The Inspection Team reviewed the student and parent handbook and verifies that they contain the necessary policies and procedures that deal with admission requirements, the appeal process, discipline and academic standards and expectations.

There is also a thorough teacher manual that articulates policies about supervision, safety and emergency procedures, professional duties and evaluation policies. Teacher files include related evaluation documents.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational*

Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.

Courses listed on the timetable indicate sufficient time has been allocated to meet the ministry requirements. The team confirms that the BC program at SNMHS-BC meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

SNMHS-BC offers the Graduation Program (grades 10 – 12).

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

SNMHS-BC has developed a program that will enable students to satisfy the British Columbia graduation requirements over a three period. Credits are attained through completion of a required number of core and elective courses.

All courses are offered on a linear basis. Courses offered include English 10, 11, 12 and, Socials 10, 11, Principles of Math 10, 11, 12, P.E. 10, 11, Science 10, Chemistry 11, 12 and Physics 11, 12, Calculus 12, AP Calculus, Economics 12. Planning 10, Mandarin 10, 11, 12, Grad Transitions 12, Theater and Performing Arts 11/12, Information Technology 10, and Applied Skills 11.

22. *The Authority must*
- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*

The inspection team verified that course overviews have been completed for all courses offered in the current school year including the courses exempted by the Inspector of Independent Schools. (PE 10, IT 10, 11, MAN 10, 11, 12). The overviews include the required references to classroom strategies, assessment, achievement indicators and clear links to the B.C. prescribed learning outcomes.

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in*

Kindergarten to grade 9 of the Certified British Columbia Program.

SNMHS-BC offers the Graduation Program (grades 10 – 12).

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

Students write the 5 required provincial examinations according to the Ministry schedule.

Students participate in practice e-exam writing sessions. B.C. teachers invigilate exam sessions and mark the school portion of the exams on the same day they are written.

The inspection team verifies that teachers at SNMHS-BC utilize assessments that measure achievement and demonstrate progress. They utilize a variety of assessments in this process.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Formal report cards are issued four times a year and are printed in Mandarin and English. All courses and components of the Graduation program are reported on. The report card includes letter grades and percentages that follow BC specifications. A record of attendance and anecdotal comments are provided for each reporting period.

The school holds parent-teacher conferences after each reporting period. Parents living within the Shanghai area are encouraged to attend parent teacher interviews. A Chinese translator is available to teachers.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms.

The principal is responsible for maintaining and updating student records. The permanent student records (1704) are stored electronically and also in a hard copy kept in a secure area in the principal's office. Options were discussed with the BC school principal on backing up student files and a back-up was completed during the inspection visit.

Student files are well maintained and include student registration forms and demographic data, health related information, report cards and the consent form, signed by parents, for the collection, use and disclosure of personal information (PIPA).

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Inspection Team noted that teacher evaluations are in progress and have been filed in teacher files.

The principal evaluation is completed by the BC agent and last year's evaluation was available for review. The policy, outlined by the BC agent, includes evaluation in the first year and then every second year thereafter.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Inspection Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, certified teachers, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

The School is offering a BC program that meets the requirements of the Offshore Agreement.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself*

to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

The school has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program. .

The Authority has confirmed the commitment to assist students in securing Canadian Study Permits for graduates. Support staff will be in place to assist students with this.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team thanks the Authority, BC agent, service provider, school administration, and staff for the cooperation received during the time of the inspection and commends SNMHS-BC for the continued progress made in developing the BC program this past school year. Specifically it commends the school for:

- ✓ the way teachers and administration provide support for each other and work in a collegial manner.
- ✓ the respectful, productive and collaborative relationship that has been developed between the Chinese Principal and staff, and the administration of SNMHS-BC.
- ✓ the BC agent's close involvement with the school and the level of support provided.
- ✓ the core group of energetic, enthusiastic teachers hired to teach in the BC program.
- ✓ for its work in exploring the expanded use of technology in daily instruction.
- ✓ admitting students excited about the BC program, engaged in the delivery of lessons and eager to learn and succeed.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 or as otherwise stated, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

There are no recommendations.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Shanghai Nanyang Model High School be recognized as a British Columbia Certified Program.

**Offshore British Columbia
Certification Status Inspection
On
British Columbia International School Bangkok
Bangkok, Thailand
March 22 and 23, 2012**

A. INTRODUCTION

On March 22-23, 2012, a Certification Status Inspection was completed on British Columbia International School Bangkok (BCISB) in Bangkok, Thailand. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

Mr. Joseph Colistro, a BC independent school superintendent, was appointed as the Inspector in accordance with the Agreement, to conduct this on-site inspection.

British Columbia International School Bangkok (BCISB) has an enrolment of 87 students in the grade 7 through grade 12 BC Certified Program. An additional 38 students are enrolled in the grade 1-6 BC program.

The BCISB school is privately owned by the Tharnpanya School Group and directed by Dr. Pakdee Tharnpanya. This Authority is also responsible for the operation of Tharnpanya School, enrolling over 1200 Thai students from Kindergarten through Grade 12 as well as the Tharn Institute of Technology, a vocational school offering Diploma level courses for over 2000 Thai students. The Inspector, at the invitation of the owner, had the opportunity to visit the vocational school and the new to be opened Automotive College.

The Inspector was most appreciative of the warm welcome and hospitality offered by the school Authority, BC agent, BC principal, Thai administrative staff, teachers and students. Every effort was made to be co-operative, helpful and accommodating.

The visit began with a brief meeting on Thursday morning with the BC principal and BC agent and representatives from the Authority. The principal presented a most impressive PowerPoint showing how the school has evolved and many of the new and exciting initiatives that are being undertaken in the area of technology, digital learning, fine arts, the environment, communication, involvement of parents, and field trips both locally and internationally to places such as NASA.

The PowerPoint and discussions that followed served to demonstrate the diversity of instruction and breadth of the offerings being provided at the school. Following this meeting the Inspector was taken on a tour of school. The school is on a very positive track and the Authority/owner is encouraged to continue to provide the support and resources required to keep it so.

At noon the Inspector met with the school staff to apprise them of the purpose of the inspection, the inspection process, the mandate and the procedures to follow during the visit.

For the next two days time was spent in observation of classroom instruction and administrative procedures. Discussions were held with the school Authority, BC agent, BC principal, teachers, Thai staff, and students. Yearly course overviews, daily lesson plans, resources, student work, policies, and administrative records were reviewed.

The Inspector commends the school for the respectful, productive and collaborative relationship that has been developed between the BC Principal, Thai administration, BC Agent and the School Authority.

At the conclusion of the visit the Inspector first met with the BC principal, BC agent, representatives from the Authority, BC staff, to thank them for their cooperation during the visit and to share the findings and summarize observations.

The Inspector commends the principal for his leadership and passion, and the commitment to seeing BCISB succeed and become a world class school focused on 21st century learning.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

On May 28 and 29, 2006, the school received a Candidate Status review and was granted Candidate Status in August 2006. Due to some unforeseen delays the school did not open in September 2006.

The Authority's decision to open in September 2007, prompted the Inspector of Independent Schools to initiate a second Candidate review visit on September 21, 2007 at which time it was also determined that Candidate Status was granted.

A certification inspection was subsequently undertaken and Certification Status was granted in January 2008.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

Permission was received from the Director of International Education Promotion Division for the Authority to operate a secondary school for grades 10 – 12 as of September 2006. Further permission to extend the grade offerings to include grades 1 – 9 was granted on March 1, 2007.

On this inspection visit the school is seeking BC certification in grades 7-12 only.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has secured the services of Mr. Rodger Lindstrom as the BC Agent. Mr. Rodger Lindstrom has been working with the program at BCISB for most of the past year. The BC Agent is a certified BC educator and meets all of the requirements set out in paragraph 5 of this Agreement.

The Inspector commends the BC agent's for his involvement with the school and the level of support provided.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The educational program at BCISB is offered in a school building constructed in 2006 with an addition added in 2011. This is clean, well kept, and impressive facility. An expansive and open front entrance is situated in the middle of the school while a covered courtyard area for parents picking up students has been developed at the side entrance to the main building.

The building contains two Science labs, two computer labs, a library, cafeteria and a number of general purpose classrooms and various administrative offices. Classrooms are bright, well equipped and include a digital projector with Smart Boards in the upper grades. There are also several meeting rooms, a theatre, IT server room and a well appointed kitchen teaching lab to offer future Foods and Nutrition courses. This year, the Authority, under the direction of the principal converted the parking lot into basketball courts and a playground.

Since the last inspection the school has installed a high speed network backed by a Linux server. The server supports web services, a digital library, and a learning management system. Each student in grade 8-12 has been provided with an e-pad for use in the classroom and other resources owned or operated by the school. The school has two libraries, one digital for the high school students, and a print library for the elementary students. The science lab was upgraded and numerous new resources purchased. The Inspector observed an engaging science experiment being instructed in the newly upgraded lab. The Authority is committed to providing students with the technology to prepare students for the future and is currently researching a new e-pad that will be more effective, efficient, resilient, and user friendly.

The school is in the process of expanding, with enrolment projected at about 200 students for the next school year.

The inspection catalogue indicates that school facilities are in compliance with all local building, zoning and health regulations.

The Inspector was satisfied that the present school facilities are more than adequate to meet the current requirements for the instruction of programs being offered.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Inspector with an Inspection Catalogue as required.

All records and reports are available in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The school has developed a new website containing current promotional and educational materials in both Thai and English. The website is a well developed information tool that serves the entire school community. The website is extensive and provides the opportunity for parents and students to easily access and interact with current information. The teachers also have access to information relevant to their teaching and are able to post assignments and newsletters for parents to view.

The website tracks interest expressed by individuals from across the globe and serves to assist in recruiting teachers interested in teaching at BCISB.

After reviewing the information and talking to members of the administration, the Inspector determined that the claims currently made by the school regarding; the academic programs offered, fees, school policies etc. was consistent with the school's practice. As the school has moved to providing promotional and informational materials mostly on-line, the school is asked to review existing hard copy promotional and informational materials for accuracy.

Recommendation: Review old promotional materials and if they are to be used ensure information on certification is accurate.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Inspector was assured that all applicable fees relating to the BC program, student registration and inspection costs have been paid or in the process of being paid.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Authority, through the BC certified staff, provides the Certified British Columbia Program at BCISB primarily in English. The school is also offering a Thai language and a Thai Culture and History course for students in grades 7-12. Certified Thai teachers under the supervision of the BC principal teach these courses in the Thai language. The school has submitted a letter to the Inspector of Independent Schools requesting permission to use a Thai certified teacher to deliver Thai as the second language of choice for students in grades 7 through 12 and to deliver a Thai Culture and History course that meets the requirements of a Board/Authority Authorized (BAA) course. The school also offers a Music 10 and 11 course taught by a Thai teacher.

The Authority is encouraged to review Appendix to Schedule A of the BC Offshore Agreement and decide where they plan to seek exemptions and make applications with the appropriate overviews as required.

Recommendation: Confirm that exemptions have been requested in the courses that BCISB will be offering for credit and that a BAA template has been developed as required in the Offshore Agreement.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of . The Authority may not use test results that are older than one year.*

Students are accepted at all grade levels. All students take an admissions test and are required to provide previous report cards. The Inspector reviewed a variety of admissions tests being administered for the different grade levels. As a grade 1-12 school it is anticipated that as the school continues to grow and student's progress through the grades, students will have attained a high level of English language proficiency to support their studies in the Graduation Program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

This year the school has added an English remediation program for students requiring support. The program, called E-Zone, operates as a pullout program. Once a student is tested they are placed in a class. At the recommendation of the classroom teacher students requiring support are

sent to the E-Zone for assistance 4-5 times per week. The E-Zone is managed by an English and Thai speaking teacher who has developed an excellent charting system focused on meeting the needs of the students. The school is encouraged to continue to provide additional support to students who enter at the grade 10 level as they will require the highest level of intervention.

The school will also be hosting an ESL summer camp from April until July for new students seeking admission for the fall term. In addition BCISB will be taking students to Canada in July and August to attend the Bodwell Summer Program which focuses on leadership, nature and diversity.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Planning and ordering of resources is the responsibility of the principal and administration team. Discussions are held with the school Authority and orders are placed in the spring for the following year.

This is an exciting time at BCISB as the school moves toward enhanced digital access. Classrooms are inviting learning environments that include a wide variety of resources for student use. Each student in grades 8-12 is provided with an e-pad for use in the classroom. The school has numerous digital projectors, SmartBoards, and specialized equipment. Classrooms include ample text resources, manipulatives, science equipment, and other resources.

The Authority has acquired sufficient resources, such as textbooks, a digital and hard copy library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The Inspector commends the Authority for the extensive use of technology to facilitate and promote life-long learning.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The principal holds a Certificate of Qualification issued under the Teaching Profession Act, but membership to the BC College of Teachers is not current. He has applied three times for reinstatement but has yet to receive certification.

The BC agent, on behalf of the principal, has gathered the relevant information required and will hand deliver the documents to the Teacher Regulation Branch upon his return to Canada.

Recommendation: Confirm that current certification for the principal has been received.

The principal has 22 years of experience as a teacher and 13 years as an administrator. He is supported by a Thai Director who works closely with the BC principal to ensure policies and procedures are consistent with Thai Ministry of Education directives. He oversees 8 teachers in the BC Certified program and is responsible for, ensuring that satisfactory standards are met regarding implementation of the B.C. Curriculum, providing instructional leadership, human resource issues with BC staff, student safety, school climate, dealing with parental concerns, planning and policy development, resource acquisition, building maintenance, student progress, teacher certification, professional development, and other requirements as established by the British Columbia Ministry of Education.

The principal is in his second year at this school. He has been given 100% administrative time to manage the daily operations of the school.

The Inspector commends the school for the way teachers and administration provide support for each other and work in a collegial manner.

The Inspector confirms that the BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

The BC certified program in grades 7-12 employs 8 teachers, principal included, to deliver the B.C. program. All but one are B.C. Certified Teachers and have undergone a successful criminal record check by virtue of the current certification process through the British Columbia College of Teachers or through the Independent Schools Branch.

Recommendation: Confirm the certification and restriction of the one teacher that has made application for an Independent School certificate.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of , except as set out in the appendix to this Schedule.*

This year six of the teachers are responsible for delivering the BC Graduation Program. All but one (as noted in item 13) holds current certification through the British Columbia College of Teachers. The school has employed a certified Thai teacher for the delivery of Thai language, History and Culture, and Music 10-11.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

There are 6 teachers, including the principal, responsible for delivering the BC certified Program in grades 7-9. All but one are B.C. Certified Teachers. (as noted in item 13)

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Inspector was able to observe teachers providing instruction in all grades and across a variety of curricular areas. BC Certified Teachers, plan, evaluate and provide instruction to students enrolled in the BC program. Teachers maintain daily marks, attendance and provide progress reports for parents.

The Inspector commends the core group of energetic, enthusiastic teachers hired to teach in the BC program.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
- (b) *the duties of the British Columbia Certified Teacher,*
- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The contract offered to teachers by the Authority is competitive and comprehensive. Many aspects relating to remuneration and living in Thailand are outlined to staff. Teachers are offered, at a slightly reduced rate, well equipped housing in a gated community. While they have the option of choosing where they would like to live most teachers live within the gated community.

The principal orientates each teacher to the BC program and reviews what is required in terms of daily planning and course overviews. Teaching responsibilities are articulated to all teachers and there is considerable support to ensure staff are successful.

The Thai administrative staff assist teachers in applying for appropriate Visa's and permissions, renting apartments, setting up bank accounts, purchasing cell phones and obtaining transportation as required.

This year the professional development program has focused on using the *Self Directed Learning Model* as an instructional strategy, SmartBoard technology, and the use of the schools learning management system. Teachers have been involved in the selection of technologies and participated in the design of the new classrooms and building. Each Monday the staff meet and the principal has committed to ensuring that each of these meetings has a professional development component.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school uses Windsor/TESS to manage student data and is able to make all required data transfers to the Ministry, including PEN numbers, student data collection, form 1701, and the I-2001 report for each certified teacher and Grade 10, 11 and 12 student courses and marks. The school is in the process of determining how to have attendance imported from TESS onto the report cards.

The school reports that all data has been submitted as required. Connectivity to the internet is excellent. There is a wireless network throughout the building and a proper high speed network has been installed.

Currently a BC staff member has been assigned to ensure the electronic transfer of data is completed as required.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The school provides policies for students and parents in the student handbook and on the website. School policies and expectations relating to discipline, student admission, and

supervision are clearly outlined. An ongoing development and review of policies to meet the demands of a growing program are expected. It is suggested that the school develop a Parental Appeals policy that could be communicated to parents through the website.

Recommendation: Develop a Parental Appeals Policy.

The principal is responsible for teacher evaluations and visits classrooms on a regular basis. The teachers undergo a formal evaluation process in their first year at the school, and the evaluation is reviewed in terms of strengths, weaknesses and growth strategies.

The principal is to be evaluated by the BC agent.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

Courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for subjects in grades 7-12. The school has had to be very creative in meeting the time requirements for PE 11-12 as time was shifted from PE to core curricular courses after a major flood in October closed the school for five weeks. The inspector confirms that the BC program at BCISB meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

The requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act* are being met.

The school is offering a BC program in grades 1-9 but is only looking to be certified in grades 7-9. The Inspector examined work in student notebooks throughout grades 7-9. Evidence of learning geared towards meeting BC learning outcomes was also apparent through displays in the classroom and on bulletin boards throughout the school.

Students were engaged in their learning, focused on the tasks provided, and eagerly responded to the teacher in English who promoted the use of English in classroom conversation. A positive learning environment was observed throughout the classes.

Daily Physical Activity requirements are being met in PE classes.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

BCISB has developed a program that will enable students to satisfy the British Columbia graduation requirements over a three period. Credits are attained through completion of a required number of core and elective courses. The school is committed to offering a wide selection of core courses regardless of class size. The Inspector noted classes with fewer than 5 students.

Recommendation: develop a three year plan that outlines the different courses to be offered in the Graduation program enabling students to meet the requirements for a Dogwood Certificate.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*

The Inspector verified that course overviews have been completed for all courses offered in the current school year except the courses where exemption is being requested (item 8). The overviews include content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes.

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The school in grades 7-9 uses the British Columbia Performance Standards in reading, writing and numeracy, as an assessment tool.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of , participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
(b) *that includes the Provincial Examinations, and*
(c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

Students write the five required provincial examinations according to the Ministry schedule.

Students participate in practice e-exam writing sessions. B.C. teachers invigilate exam sessions and mark the school portion of the exams on the same day they are written.

The Inspector verifies that teachers at BCISB utilize assessments that measure intellectual, human, social, and career development. They utilize a variety of assessments in this process.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of . The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Formal report cards are issued four times a year and are printed in English. All courses and components of the Certified BC program are reported on.

The school holds parent-teacher conferences at the request of the parent. A high level of communication is encouraged and BCISB invites parents to meet with teachers informally throughout the year to discuss student progress, and issues that may arise.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the BC Program have been provided with a Ministry PEN number and these have been reported to the province with the appropriate Ministry forms.

The principal has delegated the responsibility for maintaining and updating student records to a BC support staff. This may be passed on to a Thai employee. The Inspector suggests that the progress of this move be closely monitored to ensure records continue to be maintained as required. Student files include student registration forms and demographic data, health related information, report cards and the form, “*Consent to Collect, Use and Disclose Personal Information for students in the Graduation program*.” BCISB is in the process of updating student records to ensure required documentation is in each file.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Inspector noted that teacher evaluations are the responsibility of the school principal and most have been completed and filed in teacher files. An extensive program has been developed with teacher evaluations including a peer review, teacher input and visits by the principal to observe instruction.

The principal evaluation policy is in place and is to be completed by the BC agent.

Teacher files are well maintained and include certification, teacher contracts, and resumes. Other information such as the “*Consent to Collect, Use and Disclose Personal Information*” is in the process of being filed.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed Inspector will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Inspector has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, teacher certification, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

The School is offering a sustainable *Certified British Columbia Program* in grades 7-12 that meets the requirements of the BC Offshore Agreement.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled “Consent to Collect, Use and Disclose Personal Information” to all Students when they enroll in the Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The school has distributed and placed in student files the “*Consent to Collect, Use and Disclose Personal Information*,” for all students in the BC Graduation Program. The consent form at grades 7-9 requires a parent's signature and the school is in the process of collecting it.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspector thanks the Authority, BC agent, BC Principal, Thai administration, and staff for the cooperation received during the time of the inspection and commends the British Columbia International School Bangkok for the progress made in developing the BC program this past school year. Specifically it commends the school for:

- ✓ the principal for his leadership, passion and commitment to seeing BCISB succeed and become a world class school focused on 21st century learning.
- ✓ the respectful, productive and collaborative relationship that has been developed between the BC Principal, Thai administration, BC Agent and the School Authority.
- ✓ the extensive use of technology to facilitate and promote life-long learning.
- ✓ the way teachers and administration provide support for each other and work in a collegial manner.
- ✓ the BC agent's involvement with the school and the level of support provided.
- ✓ the core group of energetic, enthusiastic teachers hired to teach in the BC program.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Inspector recommends that by May 15th , 2012, or as otherwise stated, the Authority provide the Director of International Education responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- Review old promotional materials and if they are to be used ensure information on certification is accurate.
- Confirm that exemptions have been requested in the courses that BCISB will be offering for credit and that a BAA template has been developed as required in the offshore agreement.
- Confirm that current certification for the principal, Gerry Morgan, has been received.

- Confirm the certification and restriction of s.22 who has made application for an Independent School certificate.
- Develop a three year plan that outlines the courses to be offered in the Graduation program enabling students to meet the requirements for a Dogwood Certificate.
- Develop a Parental Appeals Policy.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspector recommends to the Director of International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of International Education, the British Columbia Program offered at British Columbia International School Bangkok (BCISB) continue to be recognized as a British Columbia Certified Program.

**Offshore British Columbia
Certification Status Inspection
On
British Columbia International School Bangkok
Bangkok, Thailand
March 22 and 23, 2012**

A. INTRODUCTION

On March 22-23, 2012, a Certification Status Inspection was completed on British Columbia International School Bangkok (BCISB) in Bangkok, Thailand. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

Mr. Joseph Colistro, a BC independent school superintendent, was appointed as the Inspector in accordance with the Agreement, to conduct this on-site inspection.

British Columbia International School Bangkok (BCISB) has an enrolment of 87 students in the grade 7 through grade 12 BC Certified Program. An additional 38 students are enrolled in the grade 1-6 BC program.

The BCISB school is privately owned by the Tharnpanya School Group and directed by Dr. Pakdee Tharnpanya. This Authority is also responsible for the operation of Tharnpanya School, enrolling over 1200 Thai students from Kindergarten through Grade 12 as well as the Tharn Institute of Technology, a vocational school offering Diploma level courses for over 2000 Thai students. The Inspector, at the invitation of the owner, had the opportunity to visit the vocational school and the new to be opened Automotive College.

The Inspector was most appreciative of the warm welcome and hospitality offered by the school Authority, BC agent, BC principal, Thai administrative staff, teachers and students. Every effort was made to be co-operative, helpful and accommodating.

The visit began with a brief meeting on Thursday morning with the BC principal and BC agent and representatives from the Authority. The principal presented a most impressive PowerPoint showing how the school has evolved and many of the new and exciting initiatives that are being undertaken in the area of technology, digital learning, fine arts, the environment, communication, involvement of parents, and field trips both locally and internationally to places such as NASA.

The PowerPoint and discussions that followed served to demonstrate the diversity of instruction and breadth of the offerings being provided at the school. Following this meeting the Inspector was taken on a tour of school. The school is on a very positive track and the Authority/owner is encouraged to continue to provide the support and resources required to keep it so.

At noon the Inspector met with the school staff to apprise them of the purpose of the inspection, the inspection process, the mandate and the procedures to follow during the visit.

For the next two days time was spent in observation of classroom instruction and administrative procedures. Discussions were held with the school Authority, BC agent, BC principal, teachers, Thai staff, and students. Yearly course overviews, daily lesson plans, resources, student work, policies, and administrative records were reviewed.

The Inspector commends the school for the respectful, productive and collaborative relationship that has been developed between the BC Principal, Thai administration, BC Agent and the School Authority.

At the conclusion of the visit the Inspector first met with the BC principal, BC agent, representatives from the Authority, BC staff, to thank them for their cooperation during the visit and to share the findings and summarize observations.

The Inspector commends the principal for his leadership and passion, and the commitment to seeing BCISB succeed and become a world class school focused on 21st century learning.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

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 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.*

On May 28 and 29, 2006, the school received a Candidate Status review and was granted Candidate Status in August 2006. Due to some unforeseen delays the school did not open in September 2006.

The Authority's decision to open in September 2007, prompted the Inspector of Independent Schools to initiate a second Candidate review visit on September 21, 2007 at which time it was also determined that Candidate Status was granted.

A certification inspection was subsequently undertaken and Certification Status was granted in January 2008.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

Permission was received from the Director of International Education Promotion Division for the Authority to operate a secondary school for grades 10 – 12 as of September 2006. Further permission to extend the grade offerings to include grades 1 – 9 was granted on March 1, 2007.

On this inspection visit the school is seeking BC certification in grades 7-12 only.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has secured the services of Mr. Rodger Lindstrom as the BC Agent. Mr. Rodger Lindstrom has been working with the program at BCISB for most of the past year. The BC Agent is a certified BC educator and meets all of the requirements set out in paragraph 5 of this Agreement.

The Inspector commends the BC agent's for his involvement with the school and the level of support provided.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The educational program at BCISB is offered in a school building constructed in 2006 with an addition added in 2011. This is clean, well kept, and impressive facility. An expansive and open front entrance is situated in the middle of the school while a covered courtyard area for parents picking up students has been developed at the side entrance to the main building.

The building contains two Science labs, two computer labs, a library, cafeteria and a number of general purpose classrooms and various administrative offices. Classrooms are bright, well equipped and include a digital projector with Smart Boards in the upper grades. There are also several meeting rooms, a theatre, IT server room and a well appointed kitchen teaching lab to offer future Foods and Nutrition courses. This year, the Authority, under the direction of the principal converted the parking lot into basketball courts and a playground.

Since the last inspection the school has installed a high speed network backed by a Linux server. The server supports web services, a digital library, and a learning management system. Each student in grade 8-12 has been provided with an e-pad for use in the classroom and other resources owned or operated by the school. The school has two libraries, one digital for the high school students, and a print library for the elementary students. The science lab was upgraded and numerous new resources purchased. The Inspector observed an engaging science experiment being instructed in the newly upgraded lab. The Authority is committed to providing students with the technology to prepare students for the future and is currently researching a new e-pad that will be more effective, efficient, resilient, and user friendly.

The school is in the process of expanding, with enrolment projected at about 200 students for the next school year.

The inspection catalogue indicates that school facilities are in compliance with all local building, zoning and health regulations.

The Inspector was satisfied that the present school facilities are more than adequate to meet the current requirements for the instruction of programs being offered.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Inspector with an Inspection Catalogue as required.

All records and reports are available in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The school has developed a new website containing current promotional and educational materials in both Thai and English. The website is a well developed information tool that serves the entire school community. The website is extensive and provides the opportunity for parents and students to easily access and interact with current information. The teachers also have access to information relevant to their teaching and are able to post assignments and newsletters for parents to view.

The website tracks interest expressed by individuals from across the globe and serves to assist in recruiting teachers interested in teaching at BCISB.

After reviewing the information and talking to members of the administration, the Inspector determined that the claims currently made by the school regarding; the academic programs offered, fees, school policies etc. was consistent with the school's practice. As the school has moved to providing promotional and informational materials mostly on-line, the school is asked to review existing hard copy promotional and informational materials for accuracy.

Recommendation: Review old promotional materials and if they are to be used ensure information on certification is accurate.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Inspector was assured that all applicable fees relating to the BC program, student registration and inspection costs have been paid or in the process of being paid.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Authority, through the BC certified staff, provides the Certified British Columbia Program at BCISB primarily in English. The school is also offering a Thai language and a Thai Culture and History course for students in grades 7-12. Certified Thai teachers under the supervision of the BC principal teach these courses in the Thai language. The school has submitted a letter to the Inspector of Independent Schools requesting permission to use a Thai certified teacher to deliver Thai as the second language of choice for students in grades 7 through 12 and to deliver a Thai Culture and History course that meets the requirements of a Board/Authority Authorized (BAA) course. The school also offers a Music 10 and 11 course taught by a Thai teacher.

The Authority is encouraged to review Appendix to Schedule A of the BC Offshore Agreement and decide where they plan to seek exemptions and make applications with the appropriate overviews as required.

Recommendation: Confirm that exemptions have been requested in the courses that BCISB will be offering for credit and that a BAA template has been developed as required in the Offshore Agreement.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of . The Authority may not use test results that are older than one year.*

Students are accepted at all grade levels. All students take an admissions test and are required to provide previous report cards. The Inspector reviewed a variety of admissions tests being administered for the different grade levels. As a grade 1-12 school it is anticipated that as the school continues to grow and student's progress through the grades, students will have attained a high level of English language proficiency to support their studies in the Graduation Program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

This year the school has added an English remediation program for students requiring support. The program, called E-Zone, operates as a pullout program. Once a student is tested they are placed in a class. At the recommendation of the classroom teacher students requiring support are

sent to the E-Zone for assistance 4-5 times per week. The E-Zone is managed by an English and Thai speaking teacher who has developed an excellent charting system focused on meeting the needs of the students. The school is encouraged to continue to provide additional support to students who enter at the grade 10 level as they will require the highest level of intervention.

The school will also be hosting an ESL summer camp from April until July for new students seeking admission for the fall term. In addition BCISB will be taking students to Canada in July and August to attend the Bodwell Summer Program which focuses on leadership, nature and diversity.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Planning and ordering of resources is the responsibility of the principal and administration team. Discussions are held with the school Authority and orders are placed in the spring for the following year.

This is an exciting time at BCISB as the school moves toward enhanced digital access. Classrooms are inviting learning environments that include a wide variety of resources for student use. Each student in grades 8-12 is provided with an e-pad for use in the classroom. The school has numerous digital projectors, SmartBoards, and specialized equipment. Classrooms include ample text resources, manipulatives, science equipment, and other resources.

The Authority has acquired sufficient resources, such as textbooks, a digital and hard copy library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.

The Inspector commends the Authority for the extensive use of technology to facilitate and promote life-long learning.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The principal holds a Certificate of Qualification issued under the Teaching Profession Act, but membership to the BC College of Teachers is not current. He has applied three times for reinstatement but has yet to receive certification.

The BC agent, on behalf of the principal, has gathered the relevant information required and will hand deliver the documents to the Teacher Regulation Branch upon his return to Canada.

Recommendation: Confirm that current certification for the principal has been received.

The principal has 22 years of experience as a teacher and 22 years as an administrator. He is supported by a Thai Director who works closely with the BC principal to ensure policies and procedures are consistent with Thai Ministry of Education directives. He oversees 8 teachers in the BC Certified program and is responsible for, ensuring that satisfactory standards are met regarding implementation of the B.C. Curriculum, providing instructional leadership, human resource issues with BC staff, student safety, school climate, dealing with parental concerns, planning and policy development, resource acquisition, building maintenance, student progress, teacher certification, professional development, and other requirements as established by the British Columbia Ministry of Education.

The principal is in his second year at this school. He has been given 100% administrative time to manage the daily operations of the school.

The Inspector commends the school for the way teachers and administration provide support for each other and work in a collegial manner.

The Inspector confirms that the BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

The BC certified program in grades 7-12 employs 8 teachers, principal included, to deliver the B.C. program. All but one are B.C. Certified Teachers and have undergone a successful criminal record check by virtue of the current certification process through the British Columbia College of Teachers or through the Independent Schools Branch.

Recommendation: Confirm the certification and restriction of the one teacher that has made application for an Independent School certificate.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of , except as set out in the appendix to this Schedule.*

This year six of the teachers are responsible for delivering the BC Graduation Program. All but one (as noted in item 13) holds current certification through the British Columbia College of Teachers. The school has employed a certified Thai teacher for the delivery of Thai language, History and Culture, and Music 10-11.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

There are 6 teachers, including the principal, responsible for delivering the BC certified Program in grades 7-9. All but one are B.C. Certified Teachers. (as noted in item 13)

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Inspector was able to observe teachers providing instruction in all grades and across a variety of curricular areas. BC Certified Teachers, plan, evaluate and provide instruction to students enrolled in the BC program. Teachers maintain daily marks, attendance and provide progress reports for parents.

The Inspector commends the core group of energetic, enthusiastic teachers hired to teach in the BC program.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
- (b) *the duties of the British Columbia Certified Teacher,*
- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The contract offered to teachers by the Authority is competitive and comprehensive. Many aspects relating to remuneration and living in Thailand are outlined to staff. Teachers are offered, at a slightly reduced rate, well equipped housing in a gated community. While they have the option of choosing where they would like to live most teachers live within the gated community.

The principal orientates each teacher to the BC program and reviews what is required in terms of daily planning and course overviews. Teaching responsibilities are articulated to all teachers and there is considerable support to ensure staff are successful.

The Thai administrative staff assist teachers in applying for appropriate Visa's and permissions, renting apartments, setting up bank accounts, purchasing cell phones and obtaining transportation as required.

This year the professional development program has focused on using the *Self Directed Learning Model* as an instructional strategy, SmartBoard technology, and the use of the schools learning management system. Teachers have been involved in the selection of technologies and participated in the design of the new classrooms and building. Each Monday the staff meet and the principal has committed to ensuring that each of these meetings has a professional development component.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school uses Windsor/TESS to manage student data and is able to make all required data transfers to the Ministry, including PEN numbers, student data collection, form 1701, and the I-2001 report for each certified teacher and Grade 10, 11 and 12 student courses and marks. The school is in the process of determining how to have attendance imported from TESS onto the report cards.

The school reports that all data has been submitted as required. Connectivity to the internet is excellent. There is a wireless network throughout the building and a proper high speed network has been installed.

Currently a BC staff member has been assigned to ensure the electronic transfer of data is completed as required.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The school provides policies for students and parents in the student handbook and on the website. School policies and expectations relating to discipline, student admission, and

supervision are clearly outlined. An ongoing development and review of policies to meet the demands of a growing program are expected. It is suggested that the school develop a Parental Appeals policy that could be communicated to parents through the website.

Recommendation: Develop a Parental Appeals Policy.

The principal is responsible for teacher evaluations and visits classrooms on a regular basis. The teachers undergo a formal evaluation process in their first year at the school, and the evaluation is reviewed in terms of strengths, weaknesses and growth strategies.

The principal is to be evaluated by the BC agent.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

Courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for subjects in grades 7-12. The school has had to be very creative in meeting the time requirements for PE 11-12 as time was shifted from PE to core curricular courses after a major flood in October closed the school for five weeks. The inspector confirms that the BC program at BCISB meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

The requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act* are being met.

The school is offering a BC program in grades 1-9 but is only looking to be certified in grades 7-9. The Inspector examined work in student notebooks throughout grades 7-9. Evidence of learning geared towards meeting BC learning outcomes was also apparent through displays in the classroom and on bulletin boards throughout the school.

Students were engaged in their learning, focused on the tasks provided, and eagerly responded to the teacher in English who promoted the use of English in classroom conversation. A positive learning environment was observed throughout the classes.

Daily Physical Activity requirements are being met in PE classes.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

BCISB has developed a program that will enable students to satisfy the British Columbia graduation requirements over a three period. Credits are attained through completion of a required number of core and elective courses. The school is committed to offering a wide selection of core courses regardless of class size. The Inspector noted classes with fewer than 5 students.

Recommendation: develop a three year plan that outlines the different courses to be offered in the Graduation program enabling students to meet the requirements for a Dogwood Certificate.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*

The Inspector verified that course overviews have been completed for all courses offered in the current school year except the courses where exemption is being requested (item 8). The overviews include content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes.

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The school in grades 7-9 uses the British Columbia Performance Standards in reading, writing and numeracy, as an assessment tool.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of , participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
(b) *that includes the Provincial Examinations, and*
(c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

Students write the five required provincial examinations according to the Ministry schedule.

Students participate in practice e-exam writing sessions. B.C. teachers invigilate exam sessions and mark the school portion of the exams on the same day they are written.

The Inspector verifies that teachers at BCISB utilize assessments that measure intellectual, human, social, and career development. They utilize a variety of assessments in this process.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of . The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Formal report cards are issued four times a year and are printed in English. All courses and components of the Certified BC program are reported on.

The school holds parent-teacher conferences at the request of the parent. A high level of communication is encouraged and BCISB invites parents to meet with teachers informally throughout the year to discuss student progress, and issues that may arise.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the BC Program have been provided with a Ministry PEN number and these have been reported to the province with the appropriate Ministry forms.

The principal has delegated the responsibility for maintaining and updating student records to a BC support staff. This may be passed on to a Thai employee. The Inspector suggests that the progress of this move be closely monitored to ensure records continue to be maintained as required. Student files include student registration forms and demographic data, health related information, report cards and the form, “*Consent to Collect, Use and Disclose Personal Information for students in the Graduation program*.” BCISB is in the process of updating student records to ensure required documentation is in each file.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Inspector noted that teacher evaluations are the responsibility of the school principal and most have been completed and filed in teacher files. An extensive program has been developed with teacher evaluations including a peer review, teacher input and visits by the principal to observe instruction.

The principal evaluation policy is in place and is to be completed by the BC agent.

Teacher files are well maintained and include certification, teacher contracts, and resumes. Other information such as the “*Consent to Collect, Use and Disclose Personal Information*” is in the process of being filed.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed Inspector will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Inspector has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, teacher certification, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

The School is offering a sustainable *Certified British Columbia Program* in grades 7-12 that meets the requirements of the BC Offshore Agreement.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled “Consent to Collect, Use and Disclose Personal Information” to all Students when they enroll in the Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The school has distributed and placed in student files the “*Consent to Collect, Use and Disclose Personal Information*,” for all students in the BC Graduation Program. The consent form at grades 7-9 requires a parent's signature and the school is in the process of collecting it.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspector thanks the Authority, BC agent, BC Principal, Thai administration, and staff for the cooperation received during the time of the inspection and commends the British Columbia International School Bangkok for the progress made in developing the BC program this past school year. Specifically it commends the school for:

- ✓ the principal for his leadership, passion and commitment to seeing BCISB succeed and become a world class school focused on 21st century learning.
- ✓ the respectful, productive and collaborative relationship that has been developed between the BC Principal, Thai administration, BC Agent and the School Authority.
- ✓ the extensive use of technology to facilitate and promote life-long learning.
- ✓ the way teachers and administration provide support for each other and work in a collegial manner.
- ✓ the BC agent's involvement with the school and the level of support provided.
- ✓ the core group of energetic, enthusiastic teachers hired to teach in the BC program.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Inspector recommends that by May 15th , 2012, or as otherwise stated, the Authority provide the Director of International Education responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- Review old promotional materials and if they are to be used ensure information on certification is accurate.
- Confirm that exemptions have been requested in the courses that BCISB will be offering for credit and that a BAA template has been developed as required in the offshore agreement.
- Confirm that current certification for the principal, Gerry Morgan, has been received.

- Confirm the certification and restriction of S.22 who has made application for an Independent School certificate.
- Develop a three year plan that outlines the courses to be offered in the Graduation program enabling students to meet the requirements for a Dogwood Certificate.
- Develop a Parental Appeals Policy.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspector recommends to the Director of International Education that, contingent on responding to the above recommendations, to the satisfaction of the Director of International Education, the British Columbia Program offered at British Columbia International School Bangkok (BCISB) continue to be recognized as a British Columbia Certified Program.

Certification Status Inspection Report

On the

Sino Bright School #8

Beijing

People's Republic of China

November 14-15, 2011

A. Introduction

On November 14 and 15, 2011, a Certification Status Inspection was completed on Sino Bright School #8 (SBS #8) in the city of Beijing, in the People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The inspection team (the team) was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Ms. Janet Hitchcock, retired vice-principal of a British Columbia independent school and Ms. Gloria Metzger (Chair), retired Assistant Superintendent of a British Columbia public school district.

The Sino Bright School #8 (SBS#8) has an enrolment of 189 students, in the grades 10 - 12 Graduation Program (source: Inspection Catalogue for Offshore School Certification, November 2010). The school offers additional K – 9 elementary programs that focus on assisting students with English Second Language (ESL) skills in preparation for the BC Graduation Program. The school will graduate its fourth grade 12 class in June 2011.

The Authority, Sino Bright Education Company Limited (Lucky 34 Holdings), is responsible for the B.C. Program and the ESL Program. The Authority also operates to other schools in the People's Republic of China - Sino Bright School #25 and Sino Bright School (Cambridge High School campus) and Sino Bright School - Kaifeng. Three of the schools are British Columbia certified schools and are located in the greater Beijing area and Kaifeng in Henan province has just received Candidate status.

The team met with Quan Ou Yang (President, Sino Bright Education Co. Ltd.), Ms. Yufang Sun (Superintendent and Authority representative), Mr. Bob Albiston (BC Principal), Mr. Liu (Principal Chinese staff) and several members of the Chinese administration team. The team met with the teaching staff on the first day of the evaluation to explain the purpose and process of the inspection. The team also toured the premises, visited classrooms, met with individual teachers and reviewed relevant school administrative documents as well as teacher course overviews, short term planning and daily planning documents. The team enjoyed the opportunity to interact with students throughout the visit.

The team would like to thank the Authority and administration of the Sino Bright School #8 for their hospitality and the cooperation shown throughout the inspection visit.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority operates three schools under Memoranda with the Minister of Education of British Columbia. The oldest Sino Bright School #25 (SBS #25) has been operating under this agreement since 2004, when it passed the Candidate Inspection. Since that time the Authority has opened SBS #8 (2007) and the Sino Bright Cambridge campus formerly ShuRen (2009). The Authority is very familiar with the standard of care required by the Memoranda. Sino Bright School #8 is in partnership with a larger private Chinese school.

The school has received permission to operate and complies with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification.

SBS #8 was officially opened as a BC certified school on September 1, 2007 and is now in its fifth year under the Memorandum Agreement. It was successful in receiving Candidate Status in April 2007 after a Ministry of Education Candidate Status Inspection

The last inspection by the Ministry of Education took place in the fall of 2010, resulting in the current Certification Status certificate that expired in June 30, 2011.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Offshore School Inspection Catalogue for Offshore school certification notes that a Memorandum of Understanding was signed on September 12, 2007, indicating approval of the appropriate local governments to maintain BC certification.

The facilities meet all codes of zoning, building, fire and health of the local Municipality, as it is located within the campus of the larger Chinese school Middle School #8.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

In October 2010, the BC Agent resigned her position unexpectedly. After discussions with the Inspector of Independent School, permission was granted to appoint Bob Albiston as the Acting interim BC Agent until a suitable replacement could be found. Mr. Albiston meets the requirements for a BC Agent with the exception of the residency requirement as he lives in Beijing and is not a BC resident. As of this date Mr. Albiston is still the Acting BC Agent for all 4 Sino Bright schools although Yufang Sun fulfills most of the BC Agent responsibilities.

The team did examine a copy of the BC Agent's contract signed September 2011 and is able to state that the BC Agent has the authority to represent and legally commit the Authority in all dealings with the province.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SBS #8 campus is located in a gated private community in the city of Beijing, approximately 30 km from the city centre. The school has its own building, but shares the property with a large private school #8 Middle School. Both schools are partners under the Yihai Education Company.

The SBS #8 occupies some classrooms on the 2nd, 3rd, and 4th floors. The K-9 Canadian-Chinese program has the first floor and shares space on the 2nd and 3rd floors. There is a Chemistry and Physics laboratory, a computer lab, library and on the 5th floor access to an art room and dance floor.

The common grounds include outdoor basketball courts and various other recreational areas. The school does not have an indoor gymnasium.

The students who live in residence are housed in the dormitories on the 6th floor and eating facilities for all students and staff are on the lower floor.

The principal and the Superintendent Yufang Sun both have offices in the building. The Sino Bright Head Office is located in downtown Beijing where many of the administrative records are maintained along with electronic back up of student records (Form 1701).

The team confirms that the facilities of SBS #8 are adequate for instructional purposes, serving the current 189 students appropriately.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Ministry of Education with the completed Offshore School Inspection Catalogue for Offshore School Certification as required. The team was provided with the information necessary for it to complete the inspection process. Teacher personnel files and certification and student records were maintained at the school. Course overviews, and curriculum related materials and various policy books and Handbooks were also maintained at the school. The data presented was organized and easy to follow. All the official documentation regarding the governance of the school is kept at the Head Office.

The school uses the Ministry-approved Windsor School Administration Software program and annually extracts from it the 1701 reports for submission to the data branch of the Ministry of Education. In addition, the I-2001 reports and TRAX information are also completed and sent to the Ministry as required and requests for PEN numbers for new students have been made. No students were found to have Permanent Student Records Cards (Form 1704), as was the case in the last inspection. **The school is required to have Permanent Student Record Cards (Form 1704) for each student in accordance with Ministry requirements and should take steps to ensure this happens by February 1, 2012.**

The team verifies that all data requested by the Province with the exception noted is in the form required and all records and reports are in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The team examined the website of the school (<http://www.schoolbj.com>) and some of the promotional materials used by the school to attract students and families to their secondary school. The website clearly describes the school's philosophy and programs and it also includes a short section on Canada. The information on the website is available in both English and Chinese. After reviewing the information outlined in all promotional materials that the team had access to, it determined that there is consistency between the school's promotional statements and the policies of the certified British Columbia Program, the school facilities, student accommodation, student fees, school policies and calendar.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule “C”.*

The Authority has paid the non-refundable application fee as well as all related inspection costs. In addition, it has also paid the regular annual costs for registering students and examination fees as described in Schedule “C” of the Agreement.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All subjects in the certified BC Program are taught in English, with the exception of the Chinese language courses (Mandarin 10, 11 & 12), Physical Education 10 and Fine Arts 10. These courses are taught by locally certified Chinese teachers and used for credit in the BC Program, as allowed by the Agreement. The Chinese teachers are under the educational supervision of the BC Principal. **The school is required to request exemption under Section 5 of the Appendix to Schedule A for Mandarin 12 to be taught by a Chinese certified teacher.**

9. *The Authority must verify that all Students entering the Graduation Program of the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply for admission to SBS #8 must write an English Placement Test to determine placement in the appropriate English class. The test is locally developed and it includes reading and comprehension. The school operates an elementary program that is not part of the certified BC program, but it follows, in part, the curriculum of BC elementary schools. The elementary program includes BC certified teachers instructing for part of the day and it acts as a preparatory ESL program for the BC certified secondary school. This program is resulting in students having significantly enhanced English language acquisition skills. **The team commends the school for the continued development of this program.**

Students in Grade 10 from the SBS #8 ESL/elementary school are placed in 10-1 or 10-2, whereas students admitted from the general public are placed in 10-A or 10-B (streamed classes).

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students all take an ESL course in their first semester at the school. The classes are streamed according to the students' ability to work in the English language. Those who have most difficulty are in smaller groups and get more ESL support. The students also take an English Language course every semester during their high school years.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The team observed that in each class, students had the required textbooks for their course. The students purchase these books from the school Authority through head office.

The large library facility on the 4th floor was well used by classes during the team's visit. The English section of the library included many small sets of novels and some non-fiction material. The library has a large area with enough tables and chairs to accommodate a class and another area in which a class of 30 can work at computer stations.

The school has wireless internet access throughout the building. Each classroom has a computer, a digital overhead projector, ceiling-mounted LCD projector and TV. The team observed the teachers putting this equipment to good use in the delivery their planned lessons.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.*

The principal holds a valid BC College of Teachers professional certificate issued under the *Teaching Profession Act*. He is in his fifth year at SBS #8. He has been allocated 100% administrative time to supervise and administer the BC program and all its associated functions. Currently, in addition to all his administrative responsibilities as principal, he performs some of the functions of the BC Agent for SBS #8. Although he is BC Agent for the other 3 Sino Bright schools he does little of the actual work with those schools as the Superintendent primarily performs these functions.

The team was provided with a list of the principal's responsibilities that include the supervision of 16 BC certified teachers. He is responsible for all aspects of the educational program, the annual evaluation of teachers, professional development, ensuring that time requirements are met, course planning, assessment and evaluation, student supervision and

all administrative procedures associated with the BC program. He also works with the Chinese Principal, Mr. Liu, and other leaders within the K-9 Chinese school.

The principal is assisted in the secondary school by the ESL/English Department Head, George Dock. Both administrators have written job descriptions.

The BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

SBS #8 employs 16 teachers, including the principal, to teach in the BC Program. Of these, 7 hold current BC College of Teachers' professional certificates, which includes a Criminal Record Check as described in the Criminal Records Review Act. The team verified each teacher's certification and validity/expiry date of his/her teaching certificate.

Five teachers have current BC Letters of Authorization (LOA) with restrictions. These teachers have not completed the BC Criminal Record procedure, as they are not residents of British Columbia, although there was evidence of a similar record check in some of the files.

The five indigenous program teachers all hold valid local Chinese teacher certification.

14. *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

Most of the teachers who are responsible for the majority of the BC Graduation Program are all BC certified, either through the BC College of Teachers or the Office of the Inspector of Independent Schools. Two teachers have no evidence of certification nor was the team given evidence that certification had even been applied for through the Independent School Office or BC College of Teachers. (See Appendix 1) **The school is required to address this situation immediately and report to the Inspector of Independent Schools that these teachers have been relieved of all teaching duties and will not return to the classroom until such time as they are certified.**

As allowed by the Agreement, locally certified teachers teach Mandarin, Physical Education and Fine Arts courses. The principal directly supervises these teachers and the courses they teach have been accepted as exemptions, with the exception of Mandarin 12, by the Office of the Inspector of Independent Schools. **The school must apply for exemption for Mandarin 12.**

Due to fact that recruiting BC certified teachers to teach in China can, at times, be difficult, several of the employed teachers hold Letters of Authorization from the Office of the Inspector of Independent schools. Of the 16 teachers, five have LOAs, as will possibly the 2 uncertified teachers, which is a significant number. These authorizations are given to teachers who are not Canadian citizens. The school is encouraged to make every effort to employ certified BC teachers where possible to ensure the integrity and authenticity of the BC program and curriculum.

Two of the teachers with subject-restricted certificates are teaching outside their designated areas of certification. **The school must take immediate steps to remove these teachers from the classes in which they are not certified to teach. By February 1, 2012, the school must notify the Inspector that all teachers who teach the British Columbia program are teaching within their allowable subject areas.**

The school authority provides new teachers with a program of preparation for teaching in the People's Republic of China. This program helps prepare them for living in a foreign country. The program includes an initial professional development day at which teachers are introduced to teaching strategies, assessment, evaluation processes and linkages to the learning outcomes of the BC curriculum.

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

SBS #8 is a secondary school that offers the certified Graduation Program to students in grades 10 – 12. It also offers a Kindergarten -9 program with an ESL component, but this program is not BC-certified. It is a locally developed program that prepares students for the certified program. The school employs BC-certified teachers to teach in this non-certified program. This strategy allows the school to expose the K-9 students to English-speaking teachers during their language acquisition classes. **The team commends the school for this program, which should greatly benefit students as they enter the certified program with a much enhanced English language proficiency.**

15. *The Authority must ensure that only British Columbia Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The team visited classrooms and examined course overviews as well as short-term and daily planning and records of assessment and evaluation. The team was able to verify that only BC certified teachers plan, instruct, and evaluate students at SBS #8 except as previously noted and with the exception of the exempted courses. Each semester students receive two interim reports and two formal report cards. Through interpreters or written

translations parents are informed regularly of attendance, work habits and assignment completion.

In addition to academic achievements, the report cards provide parents with details of attendance, work habits, behaviour and assignment completion.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (i) *hours of work,*
- (ii) *the duties of the British Columbia Certified Teacher,*
- (iii) *the teaching assignment,*
- (iv) *accommodation provided or available,*
- (v) *an estimate of the cost of living in the area where the School is located;*
- (vi) *length of school day,*
- (vii) *length of School Year,*
- (viii) *salary and benefits, and*
- (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The team examined the teacher contract in detail. It is a comprehensive document of seven pages that contains details of all the points required including hours of school, duties and expectations, length of school day, school year, etc.

The salaries are described in a salary grid that is based on a years of experience grid of 0 to 3+ years. The salary grid also includes an accommodation allowance and administrative allowances. There is a financial bonus program that provides teachers with an incentive to stay with the school for more than one year. Teachers are provided one return trip home per school year to a maximum of US \$1,100. Teachers are also given housing accommodations. All funds are payable in RMB currency.

The contract is very clearly written and together with the New Staff Handbook and Staff Handbook, provides the teachers with the information they need to know with respect to the nine items listed above.

The Staff Handbook consists of 10 chapters that include sections on school procedures, parent appeal process, teacher conduct, teacher evaluations, school safety (Fire drills) and student discipline. There is a detailed section on “Living in Beijing”, which is a guideline to assist the foreign teacher in adjusting to living in China.

To further assist new teachers, the Authority has a staff orientation program that begins with an all-day meeting of all new Sino Bright employees, soon after they arrive. This program is provided to help ensure that all teachers adjust to their responsibilities in a new

country as quickly as possible. School administrators and two Foreign Assistants are readily available to help teachers with any aspects of this transition.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

SB#8 meets the BC Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as teacher registration data, TRAX, and examinations. The school uses the Windsor School Administration software to enable the transfer of the necessary information to the Ministry and also to track attendance and students' grades. This software program is listed as approved in Schedule "D" of the Agreement

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

SBS #8 has developed a comprehensive Staff Handbook that provides guidelines and policies to teachers. There are clear policies on a number of student/parent-related items such as discipline and parent appeals (Section 4) as well as a number of teacher-related items such as supervision and evaluation. These documents appear to be consistent throughout the Sino Bright schools.

The school also has a Policies and Procedures Manual (19 pages) that covers all the school-related items from use of performance standards to tuition fee refunds. Section 6 of the Sino Bright policy states that teachers will be evaluated on their performance, curriculum knowledge and planning, teaching strategies, assessment and classroom management. The guidelines clearly state the process of evaluation, including an appeal process for any teacher wishing to appeal an evaluation. Teacher files contained evidence of teacher evaluations completed by the principal.

The Superintendent regularly evaluates the principal.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning*

outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The team confirms that a sufficient number and variety of courses are being offered to enable the students to meet the graduation requirements. The school operates on a semester system for the courses delivered by the BC certified teachers with each student taking three 90 minutes classes each day. In addition the students take one or two 40 minute classes throughout the year from Chinese certified teachers. The school is in session for 188 days per year, which is more than sufficient to meet the minimum Ministry time requirements.

The team observed classes in session, visiting every teacher and confirms that the number and variety of courses offered from grades 10 – 12 enable the students to meet the BC Graduation requirements.

Currently some students take an ESL class taught by a BC certified teacher during grades 7 and 8. In grade 9 these students take some grade 10 courses: Planning 10, Foundations and Pre-Calculus Mathematics 10 and a BAA course in Canadian Studies. Students who do not enter the school until grade 10 will complete a BAA ESL course, Planning 10 and Foundations and Pre-Calculus Mathematics 10 in Grade 10. All grade 10 students also take Communications 11, PE 10, Mandarin 10. By the time both groups reach the end of grade 12 they will have had the opportunity to take a sufficient number of compulsory and elective courses that they are able to meet Graduation requirements. Students take those courses that require less language acquisition in the earlier grades and those requiring stronger language skills later in their graduation program. All students will take Communications 11 before taking English 10 and will also take Communications 12 in addition to English 11 and English 12. Social Studies 10 may be taken in grade 11 and Social Studies 11 during grade 12.

Physical Education is taught daily to students in grades 11 and 12 by the Chinese PE specialist, thus meeting the Daily Physical Activity (DPA) requirements. In grade 10 the Chinese specialist teaches PE 10 and this course also meets the requirements for DPA.

Final student report cards must include a record of completion of daily physical activity.

During the winter and summer breaks students are able to travel to BC with a chaperone from China and reside with home stay families. In addition to the opportunity to be immersed in an English speaking environment where they experience Canadian culture firsthand, they also attend classes in a public school in Coquitlam. (SD #43). The students are able to earn 4 credits during the 4 week winter program and 6 credits during the 8 week summer program. Every student travels to BC at least once during his / her 3 years in high school. **The school is commended for the opportunities afforded the students through this program.**

The team commends the school for the celebration and public display of student work in the classrooms and hallways.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Although the school does not offer a certified BC program from Kindergarten to Grade 9, BC certified teachers are providing English instruction for 90 minutes per day in cooperation with the Chinese school. So far this is offered to students in Kindergarten to grade 5 with an additional grade added each year. It is anticipated that once this program has worked through to grade 9 the students will enter the Graduation Program with sufficient language acquisition and proficiency to be able to study at that level. Currently students in grades 7 and 8 are given 90 minutes of ESL each day from BC certified teachers and students in grade 9 take a non-credited course in Canadian Studies. These grade 9 students also take Planning 10 and Math 10 for graduation credit.

The team commends the school for the cooperation and mutual support, which exists between the Chinese and Canadian staffs throughout all grades.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

The school offers all the required courses and a sufficient number of electives to allow students to graduate. The electives offered include Physics 11 or Chemistry 11, Physics 11 and 12, Comparative Civilizations 12, Math 12, and Business Education 10 Entrepreneurship, all taught by BC certified teachers and Mandarin 10 – 12 taught by the Chinese Certified teachers. Students are able to meet the Graduation Transition requirement with some aspects, such as DPA and community involvement monitored by the Chinese teachers. A Peer Tutoring program has been established and the hours of involvement are tracked and included as part of Graduation Transition.

In addition to the Graduation Program the students may participate in a Terry Fox Run, basketball tournaments and a school-wide sports day. The school has organized field trips to cultural events in Beijing. The Grade 10 and 11 students joined those in Grades 7 – 9 for a three day field trip to Xian.

22. *The Authority must*

(a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and

- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews were reviewed for all courses within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. Most teachers provided evidence of both long term and daily planning consistent with the overviews. **The team does recommend that course overviews be reviewed to ensure that they indicate a clear linkage of prescribed learning outcomes to the specific content that is listed and that the time lines given in the course overview accurately align with the length of the course being offered.**

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

The students in SB#8 participate in writing all the required provincial examinations. BC teachers invigilate and mark the required components of those examinations. There continues to be a discrepancy between the school and examination marks particularly in those courses that are more language based. It was reported that the students are able to produce course work indicating a higher level of language competency when they are not faced with the same time restraints as they face during an examination. The school hopes that this will be remedied as the students who have had English taught by a BC certified teacher move through to the Graduation Program.

The team observed records of frequent and varied evaluation and assessment of students' work. There was evidence that students are actively involved in project and group work and many examples of this were displayed around the walls of the classrooms and hallways. Students were seen to be actively engaged in classroom activities and discussions, or to be on task working on individual assignments. The "English only in the classroom" rule was seen to be widely enforced and in group situations, many students were communicating in English with each other. **The team commends the school for the effort made by the teachers to support the speaking of English only in the classroom.**

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school issues two formal report cards and two interim reports each semester, which include letter grades, percentages and anecdotal comments. Attendance is indicated on the report card. **The school must ensure that daily physical activity is included as part of the final report card.**

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The school is still not maintaining a Permanent Student Record Card (1704) either in hard copy or electronic format for each student. Some steps had been taken since the last evaluation but this requirement has still not been met. The school is now planning to produce a 1704 for each student containing all the required information as outlined in the guidelines contained in the Ministry document for the completion of these forms. **The school must confirm to the Office of the Inspector of Independent Schools that a Permanent Student Record card is in place for each student by February 1, 2012.**

Other required items in the students' records were found to be in place.

The team visited with every teacher and confirms the number and variety of courses offered at SBS #8 enables students to meet the BC graduation requirements.

26. *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is well defined in the Staff Handbook and each teacher is aware of the process. The files of teachers do show evidence of teacher evaluations. The Superintendent is in the process of evaluating the principal, who has completed a self-assessment and has given it to the Superintendent for follow-up.

Examination of the teacher files indicates that they contain all the necessary documents required, including verification of the teacher's BC certification with the exceptions previously noted. For certified BC College of Teachers this evidence is in the form of a printout from the BC College of Teachers website webpage that shows the teacher's status and expiry date of certificate. The Independent Schools certified teachers have photocopies of their current Independent School certificates or Letters of Authorization. The criminal record check requirement is inherent in the BC certification process for both

BC College of Teachers certified and Independent Schools certified teachers, but not in effect for teachers who hold Letters of Authorization. The files also contain copies of the teacher's contract.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The visiting team spent two days in the school inspecting the Authority's certified British Columbia program at SBS #8. This inspection process included assessing the facilities, grounds and equipment used in the delivery of the educational program. The team also met with the administration team of the school and all teachers, including the department head, to discuss and assess the education program offered to the students enrolled. The team spent a considerable amount of time meeting with the principal to verify the day-to-day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined. In conclusion, with the exception of the teachers who are teaching outside of their restriction subject areas and two uncertified teachers, the team can state that SBS #8 meets all the requirements of the Agreement for certification of the BC program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The team confirms that the Authority, Sino Bright School, has written the letter that assures the province that it will provide all necessary assistance to graduates with their applications for Canadian study permits. The letter also commits to tracking the careers of the graduates as they complete their post-secondary studies. The team also confirms that the student files include signed copies of the "Consent to Collect, Use and Disclose Personal Information".

C: Report Summary – Commendations and Recommendations

Commendations:

The Inspection Team commends the Sino Bright School #8 on the:

- overall tone of the school and the excellent working relationship with the Chinese School, and especially the Chinese principal, Mr. Liu.
- continued development of the elementary/ESL program taught by BC certified teachers, which will lead to the students joining the BC certified program with much stronger English language skills.
- efforts made by all staff to encourage an English only policy in all classrooms.
- public displays in classrooms and hallways and the celebration of student work.
- provision of the opportunity for a travel/study program in British Columbia.

Recommendations:

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 1, 2012 (unless noted otherwise), the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- The school must notify the Inspector immediately that all teachers who teach the British Columbia program are now teaching within their allowable subject areas
- All teachers must be certified through the BC College of Teachers or the Inspector of Independent School Office. The school must notify the Office of the Inspector of Independent Schools immediately that the uncertified teachers are no longer in the classroom and what plans have been made to ensure the continuation of student programs
- The school must apply for a Mandarin 12 Letter of Exemption
- Final student report cards must include a record of completion of daily physical activity
- Permanent Student Record cards (Form 1704) must be completed for each student with all the required information as outlined by the Ministry and stored in a fireproof area
- The school must ensure all course overviews contain direct linkages between content and prescribed learning outcomes. Further, time allotments must reflect actual time available for the teaching/learning of each course.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector

of Independent Schools, the British Columbia Program offered at Sino Bright School #8 be recognized as a British Columbia Certified Program.

APPENDIX 1

TEACHER CERTIFIATION SUMMARY

	no certification
S. 22	no certification
S. 22	Subject restricted Geography (ESL 10 & SS 10)
S. 22	Subject restricted Business (ESL 10& Math)

Certification Status Inspection Report

On the

Sino Bright School #8

Beijing

People's Republic of China

November 14-15, 2011

A. Introduction

On November 14 and 15, 2011, a Certification Status Inspection was completed on Sino Bright School #8 (SBS #8) in the city of Beijing, in the People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* had been met. The inspection team (the team) was appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement. It consisted of Ms. Janet Hitchcock, retired vice-principal of a British Columbia independent school and Ms. Gloria Metzger (Chair), retired Assistant Superintendent of a British Columbia public school district.

The Sino Bright School #8 (SBS#8) has an enrolment of 189 students, in the grades 10 - 12 Graduation Program (source: Inspection Catalogue for Offshore School Certification, November 2010). The school offers additional K – 9 elementary programs that focus on assisting students with English Second Language (ESL) skills in preparation for the BC Graduation Program. The school will graduate its fourth grade 12 class in June 2011.

The Authority, Sino Bright Education Company Limited (Lucky 34 Holdings), is responsible for the B.C. Program and the ESL Program. The Authority also operates to other schools in the People's Republic of China - Sino Bright School #25 and Sino Bright School (Cambridge High School campus) and Sino Bright School - Kaifeng. Three of the schools are British Columbia certified schools and are located in the greater Beijing area and Kaifeng in Henan province has just received Candidate status.

The team met with Quan Ou Yang (President, Sino Bright Education Co. Ltd.), Ms. Yufang Sun (Superintendent and Authority representative), Mr. Bob Albiston (BC Principal), Mr. Liu (Principal Chinese staff) and several members of the Chinese administration team. The team met with the teaching staff on the first day of the evaluation to explain the purpose and process of the inspection. The team also toured the premises, visited classrooms, met with individual teachers and reviewed relevant school administrative documents as well as teacher course overviews, short term planning and daily planning documents. The team enjoyed the opportunity to interact with students throughout the visit.

The team would like to thank the Authority and administration of the Sino Bright School #8 for their hospitality and the cooperation shown throughout the inspection visit.

B: British Columbia Offshore Program Requirements for Maintaining Certification

1. *The Authority must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Authority operates three schools under Memoranda with the Minister of Education of British Columbia. The oldest Sino Bright School #25 (SBS #25) has been operating under this agreement since 2004, when it passed the Candidate Inspection. Since that time the Authority has opened SBS #8 (2007) and the Sino Bright Cambridge campus formerly ShuRen (2009). The Authority is very familiar with the standard of care required by the Memoranda. Sino Bright School #8 is in partnership with a larger private Chinese school.

The school has received permission to operate and complies with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification.

SBS #8 was officially opened as a BC certified school on September 1, 2007 and is now in its fifth year under the Memorandum Agreement. It was successful in receiving Candidate Status in April 2007 after a Ministry of Education Candidate Status Inspection

The last inspection by the Ministry of Education took place in the fall of 2010, resulting in the current Certification Status certificate that expired in June 30, 2011.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

The Offshore School Inspection Catalogue for Offshore school certification notes that a Memorandum of Understanding was signed on September 12, 2007, indicating approval of the appropriate local governments to maintain BC certification.

The facilities meet all codes of zoning, building, fire and health of the local Municipality, as it is located within the campus of the larger Chinese school Middle School #8.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

In October 2010, the BC Agent resigned her position unexpectedly. After discussions with the Inspector of Independent School, permission was granted to appoint Bob Albiston as the Acting interim BC Agent until a suitable replacement could be found. Mr. Albiston meets the requirements for a BC Agent with the exception of the residency requirement as he lives in Beijing and is not a BC resident. As of this date Mr. Albiston is still the Acting BC Agent for all 4 Sino Bright schools although Yufang Sun fulfills most of the BC Agent responsibilities.

The team did examine a copy of the BC Agent's contract signed September 2011 and is able to state that the BC Agent has the authority to represent and legally commit the Authority in all dealings with the province.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SBS #8 campus is located in a gated private community in the city of Beijing, approximately 30 km from the city centre. The school has its own building, but shares the property with a large private school #8 Middle School. Both schools are partners under the Yihai Education Company.

The SBS #8 occupies some classrooms on the 2nd, 3rd, and 4th floors. The K-9 Canadian-Chinese program has the first floor and shares space on the 2nd and 3rd floors. There is a Chemistry and Physics laboratory, a computer lab, library and on the 5th floor access to an art room and dance floor.

The common grounds include outdoor basketball courts and various other recreational areas. The school does not have an indoor gymnasium.

The students who live in residence are housed in the dormitories on the 6th floor and eating facilities for all students and staff are on the lower floor.

The principal and the Superintendent Yufang Sun both have offices in the building. The Sino Bright Head Office is located in downtown Beijing where many of the administrative records are maintained along with electronic back up of student records (Form 1701).

The team confirms that the facilities of SBS #8 are adequate for instructional purposes, serving the current 189 students appropriately.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Ministry of Education with the completed Offshore School Inspection Catalogue for Offshore School Certification as required. The team was provided with the information necessary for it to complete the inspection process. Teacher personnel files and certification and student records were maintained at the school. Course overviews, and curriculum related materials and various policy books and Handbooks were also maintained at the school. The data presented was organized and easy to follow. All the official documentation regarding the governance of the school is kept at the Head Office.

The school uses the Ministry-approved Windsor School Administration Software program and annually extracts from it the 1701 reports for submission to the data branch of the Ministry of Education. In addition, the I-2001 reports and TRAX information are also completed and sent to the Ministry as required and requests for PEN numbers for new students have been made. No students were found to have Permanent Student Records Cards (Form 1704), as was the case in the last inspection. **The school is required to have Permanent Student Record Cards (Form 1704) for each student in accordance with Ministry requirements and should take steps to ensure this happens by February 1, 2012.**

The team verifies that all data requested by the Province with the exception noted is in the form required and all records and reports are in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The team examined the website of the school (<http://www.schoolbj.com>) and some of the promotional materials used by the school to attract students and families to their secondary school. The website clearly describes the school's philosophy and programs and it also includes a short section on Canada. The information on the website is available in both English and Chinese. After reviewing the information outlined in all promotional materials that the team had access to, it determined that there is consistency between the school's promotional statements and the policies of the certified British Columbia Program, the school facilities, student accommodation, student fees, school policies and calendar.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule “C”.*

The Authority has paid the non-refundable application fee as well as all related inspection costs. In addition, it has also paid the regular annual costs for registering students and examination fees as described in Schedule “C” of the Agreement.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All subjects in the certified BC Program are taught in English, with the exception of the Chinese language courses (Mandarin 10, 11 & 12), Physical Education 10 and Fine Arts 10. These courses are taught by locally certified Chinese teachers and used for credit in the BC Program, as allowed by the Agreement. The Chinese teachers are under the educational supervision of the BC Principal. **The school is required to request exemption under Section 5 of the Appendix to Schedule A for Mandarin 12 to be taught by a Chinese certified teacher.**

9. *The Authority must verify that all Students entering the Graduation Program of the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply for admission to SBS #8 must write an English Placement Test to determine placement in the appropriate English class. The test is locally developed and it includes reading and comprehension. The school operates an elementary program that is not part of the certified BC program, but it follows, in part, the curriculum of BC elementary schools. The elementary program includes BC certified teachers instructing for part of the day and it acts as a preparatory ESL program for the BC certified secondary school. This program is resulting in students having significantly enhanced English language acquisition skills. **The team commends the school for the continued development of this program.**

Students in Grade 10 from the SBS #8 ESL/elementary school are placed in 10-1 or 10-2, whereas students admitted from the general public are placed in 10-A or 10-B (streamed classes).

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

Students all take an ESL course in their first semester at the school. The classes are streamed according to the students' ability to work in the English language. Those who have most difficulty are in smaller groups and get more ESL support. The students also take an English Language course every semester during their high school years.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The team observed that in each class, students had the required textbooks for their course. The students purchase these books from the school Authority through head office.

The large library facility on the 4th floor was well used by classes during the team's visit. The English section of the library included many small sets of novels and some non-fiction material. The library has a large area with enough tables and chairs to accommodate a class and another area in which a class of 30 can work at computer stations.

The school has wireless internet access throughout the building. Each classroom has a computer, a digital overhead projector, ceiling-mounted LCD projector and TV. The team observed the teachers putting this equipment to good use in the delivery their planned lessons.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.*

The principal holds a valid BC College of Teachers professional certificate issued under the *Teaching Profession Act*. He is in his fifth year at SBS #8. He has been allocated 100% administrative time to supervise and administer the BC program and all its associated functions. Currently, in addition to all his administrative responsibilities as principal, he performs some of the functions of the BC Agent for SBS #8. Although he is BC Agent for the other 3 Sino Bright schools he does little of the actual work with those schools as the Superintendent primarily performs these functions.

The team was provided with a list of the principal's responsibilities that include the supervision of 16 BC certified teachers. He is responsible for all aspects of the educational program, the annual evaluation of teachers, professional development, ensuring that time requirements are met, course planning, assessment and evaluation, student supervision and

all administrative procedures associated with the BC program. He also works with the Chinese Principal, Mr. Liu, and other leaders within the K-9 Chinese school.

The principal is assisted in the secondary school by the ESL/English Department Head, George Dock. Both administrators have written job descriptions.

The BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

13. *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

SBS #8 employs 16 teachers, including the principal, to teach in the BC Program. Of these, 7 hold current BC College of Teachers' professional certificates, which includes a Criminal Record Check as described in the Criminal Records Review Act. The team verified each teacher's certification and validity/expiry date of his/her teaching certificate.

Five teachers have current BC Letters of Authorization (LOA) with restrictions. These teachers have not completed the BC Criminal Record procedure, as they are not residents of British Columbia, although there was evidence of a similar record check in some of the files.

The five indigenous program teachers all hold valid local Chinese teacher certification.

14. *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

Most of the teachers who are responsible for the majority of the BC Graduation Program are all BC certified, either through the BC College of Teachers or the Office of the Inspector of Independent Schools. Two teachers have no evidence of certification nor was the team given evidence that certification had even been applied for through the Independent School Office or BC College of Teachers. (See Appendix 1) **The school is required to address this situation immediately and report to the Inspector of Independent Schools that these teachers have been relieved of all teaching duties and will not return to the classroom until such time as they are certified.**

As allowed by the Agreement, locally certified teachers teach Mandarin, Physical Education and Fine Arts courses. The principal directly supervises these teachers and the courses they teach have been accepted as exemptions, with the exception of Mandarin 12, by the Office of the Inspector of Independent Schools. **The school must apply for exemption for Mandarin 12.**

Due to fact that recruiting BC certified teachers to teach in China can, at times, be difficult, several of the employed teachers hold Letters of Authorization from the Office of the Inspector of Independent schools. Of the 16 teachers, five have LOAs, as will possibly the 2 uncertified teachers, which is a significant number. These authorizations are given to teachers who are not Canadian citizens. The school is encouraged to make every effort to employ certified BC teachers where possible to ensure the integrity and authenticity of the BC program and curriculum.

Two of the teachers with subject-restricted certificates are teaching outside their designated areas of certification. **The school must take immediate steps to remove these teachers from the classes in which they are not certified to teach. By February 1, 2012, the school must notify the Inspector that all teachers who teach the British Columbia program are teaching within their allowable subject areas.**

The school authority provides new teachers with a program of preparation for teaching in the People's Republic of China. This program helps prepare them for living in a foreign country. The program includes an initial professional development day at which teachers are introduced to teaching strategies, assessment, evaluation processes and linkages to the learning outcomes of the BC curriculum.

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

SBS #8 is a secondary school that offers the certified Graduation Program to students in grades 10 – 12. It also offers a Kindergarten -9 program with an ESL component, but this program is not BC-certified. It is a locally developed program that prepares students for the certified program. The school employs BC-certified teachers to teach in this non-certified program. This strategy allows the school to expose the K-9 students to English-speaking teachers during their language acquisition classes. **The team commends the school for this program, which should greatly benefit students as they enter the certified program with a much enhanced English language proficiency.**

15. *The Authority must ensure that only British Columbia Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The team visited classrooms and examined course overviews as well as short-term and daily planning and records of assessment and evaluation. The team was able to verify that only BC certified teachers plan, instruct, and evaluate students at SBS #8 except as previously noted and with the exception of the exempted courses. Each semester students receive two interim reports and two formal report cards. Through interpreters or written

translations parents are informed regularly of attendance, work habits and assignment completion.

In addition to academic achievements, the report cards provide parents with details of attendance, work habits, behaviour and assignment completion.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (i) *hours of work,*
- (ii) *the duties of the British Columbia Certified Teacher,*
- (iii) *the teaching assignment,*
- (iv) *accommodation provided or available,*
- (v) *an estimate of the cost of living in the area where the School is located;*
- (vi) *length of school day,*
- (vii) *length of School Year,*
- (viii) *salary and benefits, and*
- (ix) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The team examined the teacher contract in detail. It is a comprehensive document of seven pages that contains details of all the points required including hours of school, duties and expectations, length of school day, school year, etc.

The salaries are described in a salary grid that is based on a years of experience grid of 0 to 3+ years. The salary grid also includes an accommodation allowance and administrative allowances. There is a financial bonus program that provides teachers with an incentive to stay with the school for more than one year. Teachers are provided one return trip home per school year to a maximum of US \$1,100. Teachers are also given housing accommodations. All funds are payable in RMB currency.

The contract is very clearly written and together with the New Staff Handbook and Staff Handbook, provides the teachers with the information they need to know with respect to the nine items listed above.

The Staff Handbook consists of 10 chapters that include sections on school procedures, parent appeal process, teacher conduct, teacher evaluations, school safety (Fire drills) and student discipline. There is a detailed section on “Living in Beijing”, which is a guideline to assist the foreign teacher in adjusting to living in China.

To further assist new teachers, the Authority has a staff orientation program that begins with an all-day meeting of all new Sino Bright employees, soon after they arrive. This program is provided to help ensure that all teachers adjust to their responsibilities in a new

country as quickly as possible. School administrators and two Foreign Assistants are readily available to help teachers with any aspects of this transition.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

SB#8 meets the BC Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as teacher registration data, TRAX, and examinations. The school uses the Windsor School Administration software to enable the transfer of the necessary information to the Ministry and also to track attendance and students' grades. This software program is listed as approved in Schedule "D" of the Agreement

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

SBS #8 has developed a comprehensive Staff Handbook that provides guidelines and policies to teachers. There are clear policies on a number of student/parent-related items such as discipline and parent appeals (Section 4) as well as a number of teacher-related items such as supervision and evaluation. These documents appear to be consistent throughout the Sino Bright schools.

The school also has a Policies and Procedures Manual (19 pages) that covers all the school-related items from use of performance standards to tuition fee refunds. Section 6 of the Sino Bright policy states that teachers will be evaluated on their performance, curriculum knowledge and planning, teaching strategies, assessment and classroom management. The guidelines clearly state the process of evaluation, including an appeal process for any teacher wishing to appeal an evaluation. Teacher files contained evidence of teacher evaluations completed by the principal.

The Superintendent regularly evaluates the principal.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning*

outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The team confirms that a sufficient number and variety of courses are being offered to enable the students to meet the graduation requirements. The school operates on a semester system for the courses delivered by the BC certified teachers with each student taking three 90 minutes classes each day. In addition the students take one or two 40 minute classes throughout the year from Chinese certified teachers. The school is in session for 188 days per year, which is more than sufficient to meet the minimum Ministry time requirements.

The team observed classes in session, visiting every teacher and confirms that the number and variety of courses offered from grades 10 – 12 enable the students to meet the BC Graduation requirements.

Currently some students take an ESL class taught by a BC certified teacher during grades 7 and 8. In grade 9 these students take some grade 10 courses: Planning 10, Foundations and Pre-Calculus Mathematics 10 and a BAA course in Canadian Studies. Students who do not enter the school until grade 10 will complete a BAA ESL course, Planning 10 and Foundations and Pre-Calculus Mathematics 10 in Grade 10. All grade 10 students also take Communications 11, PE 10, Mandarin 10. By the time both groups reach the end of grade 12 they will have had the opportunity to take a sufficient number of compulsory and elective courses that they are able to meet Graduation requirements. Students take those courses that require less language acquisition in the earlier grades and those requiring stronger language skills later in their graduation program. All students will take Communications 11 before taking English 10 and will also take Communications 12 in addition to English 11 and English 12. Social Studies 10 may be taken in grade 11 and Social Studies 11 during grade 12.

Physical Education is taught daily to students in grades 11 and 12 by the Chinese PE specialist, thus meeting the Daily Physical Activity (DPA) requirements. In grade 10 the Chinese specialist teaches PE 10 and this course also meets the requirements for DPA.

Final student report cards must include a record of completion of daily physical activity.

During the winter and summer breaks students are able to travel to BC with a chaperone from China and reside with home stay families. In addition to the opportunity to be immersed in an English speaking environment where they experience Canadian culture firsthand, they also attend classes in a public school in Coquitlam. (SD #43). The students are able to earn 4 credits during the 4 week winter program and 6 credits during the 8 week summer program. Every student travels to BC at least once during his / her 3 years in high school. **The school is commended for the opportunities afforded the students through this program.**

The team commends the school for the celebration and public display of student work in the classrooms and hallways.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Although the school does not offer a certified BC program from Kindergarten to Grade 9, BC certified teachers are providing English instruction for 90 minutes per day in cooperation with the Chinese school. So far this is offered to students in Kindergarten to grade 5 with an additional grade added each year. It is anticipated that once this program has worked through to grade 9 the students will enter the Graduation Program with sufficient language acquisition and proficiency to be able to study at that level. Currently students in grades 7 and 8 are given 90 minutes of ESL each day from BC certified teachers and students in grade 9 take a non-credited course in Canadian Studies. These grade 9 students also take Planning 10 and Math 10 for graduation credit.

The team commends the school for the cooperation and mutual support, which exists between the Chinese and Canadian staffs throughout all grades.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

The school offers all the required courses and a sufficient number of electives to allow students to graduate. The electives offered include Physics 11 or Chemistry 11, Physics 11 and 12, Comparative Civilizations 12, Math 12, and Business Education 10 Entrepreneurship, all taught by BC certified teachers and Mandarin 10 – 12 taught by the Chinese Certified teachers. Students are able to meet the Graduation Transition requirement with some aspects, such as DPA and community involvement monitored by the Chinese teachers. A Peer Tutoring program has been established and the hours of involvement are tracked and included as part of Graduation Transition.

In addition to the Graduation Program the students may participate in a Terry Fox Run, basketball tournaments and a school-wide sports day. The school has organized field trips to cultural events in Beijing. The Grade 10 and 11 students joined those in Grades 7 – 9 for a three day field trip to Xian.

22. *The Authority must*

(a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course overviews were reviewed for all courses within the Graduation Program and were found to include content, teaching strategies, learning activities, achievement indicators and linkages to Ministry learning outcomes. Most teachers provided evidence of both long term and daily planning consistent with the overviews. **The team does recommend that course overviews be reviewed to ensure that they indicate a clear linkage of prescribed learning outcomes to the specific content that is listed and that the time lines given in the course overview accurately align with the length of the course being offered.**

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
(b) *that includes the Provincial Examinations, and*
(c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

The students in SB#8 participate in writing all the required provincial examinations. BC teachers invigilate and mark the required components of those examinations. There continues to be a discrepancy between the school and examination marks particularly in those courses that are more language based. It was reported that the students are able to produce course work indicating a higher level of language competency when they are not faced with the same time restraints as they face during an examination. The school hopes that this will be remedied as the students who have had English taught by a BC certified teacher move through to the Graduation Program.

The team observed records of frequent and varied evaluation and assessment of students' work. There was evidence that students are actively involved in project and group work and many examples of this were displayed around the walls of the classrooms and hallways. Students were seen to be actively engaged in classroom activities and discussions, or to be on task working on individual assignments. The "English only in the classroom" rule was seen to be widely enforced and in group situations, many students were communicating in English with each other. **The team commends the school for the effort made by the teachers to support the speaking of English only in the classroom.**

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The school issues two formal report cards and two interim reports each semester, which include letter grades, percentages and anecdotal comments. Attendance is indicated on the report card. **The school must ensure that daily physical activity is included as part of the final report card.**

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The school is still not maintaining a Permanent Student Record Card (1704) either in hard copy or electronic format for each student. Some steps had been taken since the last evaluation but this requirement has still not been met. The school is now planning to produce a 1704 for each student containing all the required information as outlined in the guidelines contained in the Ministry document for the completion of these forms. **The school must confirm to the Office of the Inspector of Independent Schools that a Permanent Student Record card is in place for each student by February 1, 2012.**

Other required items in the students' records were found to be in place.

The team visited with every teacher and confirms the number and variety of courses offered at SBS #8 enables students to meet the BC graduation requirements.

26. *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

The teacher evaluation process is well defined in the Staff Handbook and each teacher is aware of the process. The files of teachers do show evidence of teacher evaluations. The Superintendent is in the process of evaluating the principal, who has completed a self-assessment and has given it to the Superintendent for follow-up.

Examination of the teacher files indicates that they contain all the necessary documents required, including verification of the teacher's BC certification with the exceptions previously noted. For certified BC College of Teachers this evidence is in the form of a printout from the BC College of Teachers website webpage that shows the teacher's status and expiry date of certificate. The Independent Schools certified teachers have photocopies of their current Independent School certificates or Letters of Authorization. The criminal record check requirement is inherent in the BC certification process for both

BC College of Teachers certified and Independent Schools certified teachers, but not in effect for teachers who hold Letters of Authorization. The files also contain copies of the teacher's contract.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The visiting team spent two days in the school inspecting the Authority's certified British Columbia program at SBS #8. This inspection process included assessing the facilities, grounds and equipment used in the delivery of the educational program. The team also met with the administration team of the school and all teachers, including the department head, to discuss and assess the education program offered to the students enrolled. The team spent a considerable amount of time meeting with the principal to verify the day-to-day operations and accuracy of the catalogue of data submitted to the Office of the Inspector of Independent Schools. The certification of teachers was verified and student academic achievement examined. In conclusion, with the exception of the teachers who are teaching outside of their restriction subject areas and two uncertified teachers, the team can state that SBS #8 meets all the requirements of the Agreement for certification of the BC program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The team confirms that the Authority, Sino Bright School, has written the letter that assures the province that it will provide all necessary assistance to graduates with their applications for Canadian study permits. The letter also commits to tracking the careers of the graduates as they complete their post-secondary studies. The team also confirms that the student files include signed copies of the "Consent to Collect, Use and Disclose Personal Information".

C: Report Summary – Commendations and Recommendations

Commendations:

The Inspection Team commends the Sino Bright School #8 on the:

- overall tone of the school and the excellent working relationship with the Chinese School, and especially the Chinese principal, Mr. Liu.
- continued development of the elementary/ESL program taught by BC certified teachers, which will lead to the students joining the BC certified program with much stronger English language skills.
- efforts made by all staff to encourage an English only policy in all classrooms.
- public displays in classrooms and hallways and the celebration of student work.
- provision of the opportunity for a travel/study program in British Columbia.

Recommendations:

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 1, 2012 (unless noted otherwise), the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- The school must notify the Inspector immediately that all teachers who teach the British Columbia program are now teaching within their allowable subject areas
- All teachers must be certified through the BC College of Teachers or the Inspector of Independent School Office. The school must notify the Office of the Inspector of Independent Schools immediately that the uncertified teachers are no longer in the classroom and what plans have been made to ensure the continuation of student programs
- The school must apply for a Mandarin 12 Letter of Exemption
- Final student report cards must include a record of completion of daily physical activity
- Permanent Student Record cards (Form 1704) must be completed for each student with all the required information as outlined by the Ministry and stored in a fireproof area
- The school must ensure all course overviews contain direct linkages between content and prescribed learning outcomes. Further, time allotments must reflect actual time available for the teaching/learning of each course.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector

of Independent Schools, the British Columbia Program offered at Sino Bright School #8 be recognized as a British Columbia Certified Program.

APPENDIX 1

TEACHER CERTIFIATION SUMMARY

S. 22 no certification

no certification

S. 22 Subject restricted Geography (ESL 10 & SS 10)

S. 22 Subject restricted Business (ESL 10& Math)

Certification Status Inspection Report

on

Wuhan Maple Leaf International High School

**Wuhan, Hubei Province
People's Republic of China**

November 21-23, 2011

A. INTRODUCTION

On November 21 to 23, 2011, a Certification Inspection was completed on Wuhan Maple Leaf International High School (WMLIHS) in Wuhan, Hubei Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* have been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Mary Manton and Beverly Pulyk (chairperson).

As of the inspection date, the school has an enrolment of 1152 students, with 465 students in Grade 10, 462 students in Grade 11, and 225 students in Grade 12. Depending on the student's English language proficiency, the Grade 10 students are enrolled in a complete BC Program or a partial BC Program and partial Language Elective Program (LEP). All students are working towards earning a BC Dogwood certificate. The School hopes to realize 1400 students by the end of the year.

The Authority, Maple Leaf Educational Systems (MLES), is responsible for the BC Program and the Chinese Program. In addition to the Grades 10 to 12 BC Program, MLES offers a Foreign Nationals Kindergarten to Grade 9 BC Program and a Grades 7 to 9 Chinese Middle School Program on the same property.

The Team would like to thank the WMLIHS staff for their hospitality and preparedness for the inspection visit. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

The Team met with the BC staff on the morning of November 21st to explain the inspection process. Over the three days, team members met with the BC Principal, Vice-principal, Chinese Headmaster, Chinese Principal, Chinese administrative personnel, Superintendent of Schools who is also the BC Agent, classroom teachers, support staff, and students. The Team began the inspection process with a tour of the facility after which the Team met with school administration; reviewed policies, handbooks, relevant documents, student files, teacher files, system and school website;

visited classrooms; and viewed teachers' planning and assessment records and student work. At the conclusion of the inspection, the Team met with the staff to share a brief summary of their observations and findings.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

The following is a summary of how the school is meeting the list of requirements contained in *Schedule A of the Offshore School British Columbia Program Certification Status Agreement* in order to maintain certification.

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

The Team found evidence that WMLIHS operates within the laws of the country, province, and city. A Candidate Status Inspection was completed for WMLIHS in September of 2007, after which the Authority was granted Candidate Status. The School received Certification Status following their next inspection and has maintained that status ever since. The current Certification Status is valid until June 30, 2012 as verified by Certificate #10396789.

September 2007 marked the opening of WMLIHS with 42 enrolled students in the BC Graduation Program. The School has grown steadily over the past number of years; 235 students were registered in 2008/09, 502 students in 2009/10, 994 students in 2010/11, and 1149 students at the start of this school year. 99% of the students live in the dormitories on site. As noted earlier, administration is projecting an enrollment of 1400 students by the end of the school year.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Team verifies that the Authority has received approval from the appropriate government offices to build and occupy WMLIHS. There were letters and certificates on file indicating approval to offer the BC Education Program. The Team viewed such

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documents as: Memorandum of Understanding signed with the local government, Letter of Approval for establishing the school from the Education Bureau of Wuhan, PRC Private School Set-up Permit, PRC Construction Planning Permit, Private Non-enterprise Organization of Registration Certificate, Tax Affairs Certificate of Registry, PRC Certificate of Organization Code, License for Fee Collection, and Certificate of Administrative Licenses. Evidence indicates that some of the aforementioned require regular renewal; such documents were found to be current.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Ms. Susanne Penner has been appointed by the Authority to act as the BC Agent and Superintendent of Schools for all Maple Leaf International Schools. She also sits on the MLES Board of Directors. A letter from the Province of BC dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all of the requirements set out in paragraph 5 of the Agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

MLES owns and operates three schools (Kindergarten to Grade 9 Foreign Nationals School, Grades 7 to 9 Chinese Middle School, and Grades 10 to 12 International High School) on one expansive piece of property in Wuhan. The total property includes buildings to support the three schools. The buildings for the Foreign Nationals School were built in 2007 and at that time they supported students in all schools. Additional buildings were built in 2009 for the ever expanding International High School. The Foreign Nationals School currently shares its space with the Chinese Middle School, while the WMLIHS is located in the newest buildings.

Visitors enter the property through a guarded security gate. The buildings on the property include: a three-storey building made up of two wings (one for the Foreign Nationals School and one for the Chinese Middle School), a five-storey building for the International High School, five student dormitories (two for the middle school and three for the high school), three staff residences, an auditorium and cafeteria building for the foreign nationals and middle school students, a cafeteria and gymnasium building for the high school students, maintenance buildings, and uniform store. There is additional land adjacent to the gymnasium and high school buildings to support any planned expansion. Outdoor recreational areas on the property consist of two ball hockey areas, two volleyball courts, five basketball courts (four by the high school and one by the middle school), walking paths, sitting areas, and a large square for outdoor assemblies.

WMLIHS has sufficient space for the program to operate; the few rooms not in use are locked. There are offices, 50 general classrooms, five science labs, science prep room,
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three drama/dance rooms, piano room, two art rooms, English library, Chinese library, six computer labs, Network Centre, one small and one large theatre, photocopy room, school clinic, and department staffrooms. The first floor of the school supports the main administrative offices for the Chinese and BC personnel, Admissions Office, conference/translation Board room, archive room, equipment room, Career Centre, and some classrooms. The gymnasium and cafeteria are in a separate, adjacent building which also includes a small store. As previously noted, there are three high school student dormitories and a large amount of outdoor recreational space.

The grounds and buildings are maintained by a large custodial and maintenance staff. Students, teachers, and counsellors are responsible for cleaning the classrooms. Areas throughout the school are appropriately furnished and relatively clean.

It is the opinion of the Team that the facilities meet the requirements for the instruction of the program being offered. **The Team commends MLES for the long term planning which supports three schools on one impressive piece of property.**

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority submitted the Inspection Catalogue to the BC Ministry of Education as required. The catalogue reflects current school information and practice. The materials/binders that were prepared in advance and available for each Team member upon arrival were greatly appreciated. The Team confirms the submission of required documents to the Ministry of Education (1701, I-2001, TRAX data, and provincial exam registration).

All records and reports are available in English. Web TESS, a WINDSOR data management system, is used to store and transmit student data to the Ministry. The front office staff is responsible for the submission of all data.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

Registration forms, published tuition rates and other applicable school fees, including related policies were examined during the inspection. All information is available in both English and Chinese. After reviewing the MLES and school websites as well as promotional materials, the Team confirms that claims being made by the school are consistent with the program offerings, student accommodations, facilities, fees and related costs, policies, and public statements.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule “C”.*

The Team met with personnel in the Finance Department of the School; they stated that all required fees to date have been paid to the Ministry as set out in Schedule “C”.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

All courses in the Certified BC Program at WMLIHS are taught in English with the exception of Mandarin 10, 11, and 12. These courses are taught by locally certified Chinese teachers. The Team verified that the Province provided written exemption for Mandarin for all MLES schools. Course overviews for Mandarin 10, 11, and 12 were reviewed showing linkage to the prescribed learning outcomes. These courses are used for credit in the BC program as allowed by the Agreement.

Tai Chi, part of the Daily Physical Activity for Grades 10, 11, and 12, is taught in Chinese by locally certified Chinese teachers for four 20-minute periods per week.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Admission into the BC Program is determined through a system-wide English Language Assessment that was developed by BC certified teachers. The assessment tool includes a listening and reading component with multiple choice response options as well as an oral component. The multiple choice component of the assessment is administered and marked by the school’s Admissions Department. The oral component is graded by a BC certified teacher. Depending on the achievement level, students are placed in one of three programs (Foundations, Bridging, or Full BC). In the first semester, students placed in the Foundations Program are enrolled in two, two-credit BC Program courses (Information Technology and Drama) and three Language Acquisition courses (Reading and Writing, Grammar, and Communications). Students placed in the Bridging Program, take three BC Program courses (Information Technology, Drama, and Physical Education) and two Language Acquisition courses (Reading and Writing, and Introduction to Socials). The remaining students are enrolled full-time in the Grade 10 BC Program. Students in the Foundations Program must pass the Language Acquisition courses to advance to the Bridging Program.

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Likewise, students in the Bridging Program must pass the Language Acquisition and Introduction to Socials courses to move into the full BC Program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

As noted in #9 above, students at WMLIHS complete the Foundations and/or Bridging Programs before entering the full BC Program. To continue to facilitate English Language Acquisition, all students take Introduction to Literature 10 (a Board/Authority Authorized course), before enrolling in English 10. The same is true in Grade 11. WMLIHS employs a Language Elective Program (LEP) Director and LEP providers who work with students to improve their command of the English language. There is a collaborative relationship between the BC Program LEP Director and the rest of the school.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

The Team found the resources at WMLIHS to be sufficient. This is the second year the school has had the position of teacher librarian and a number of significant changes have occurred as a result. The furniture and shelving have been reconfigured to provide a more student-friendly environment. There has been an increase in the amount of reading material available to the students and the teacher librarian is on-site to help them select reading material that meets their interests and reading levels. Information received from the teacher librarian indicates a budget is in place for the library; teachers have provided input for resource acquisition. The teacher librarian continues to look for ways to be resourceful in developing the library. The Team notes the changes to the library as a result of a recommendation in the previous year's inspection report.

A number of program resources are available for the BC courses offered. The Chemistry program resource in use is *Hebden*. Math program resources include *Pearson's Foundations and Pre-Calculus 10 and 11* and *Addison Wesley's Principles of Math 12*. The school plans to order the *Pearson Pre-Calculus 12* to meet the needs of the new math curriculum for Grade 12 to be implemented September of 2012. English resources include a variety of reading series such as *Crossroads*, *Passages*, *Imprints*, all by *Gage*, and *Sightlines* by *Pearson*.

A number of LCD projectors are available for use in many of the classrooms and teachers have been resourceful in producing on-line and teacher-generated materials to create power point lessons for the courses offered.

Computer programs available for the Information Technology courses include *Word/Excel*, *Power Point*, *Photoshop*, and *Adobe Flash*.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal, who has 22 years of previous administrative experience and 37 years as an educator, is certified through the BC College of Teachers. This is a Professional Certificate of Qualification issued under the *Teaching Profession Act*. The role of the principal includes school philosophy, liaison with Chinese Headmaster and Principal, administering and supervising the BC Program, day to day operations, staff orientation, master timetable, school calendar, teacher assignments, supervision of instruction, curriculum implementation and monitoring, parent/community relations, budgeting, assemblies, staff meetings, exam schedules, field trip approvals, major discipline, emergency preparedness, submitting resource requirements, and supporting students as required. He is supported by the Vice-principal, the Director of the Language Electives Program, a number of Subject Department Heads, and the front office staff. **The Team commends the WMLIHS for the team approach that exists between Chinese and Canadian administrative personnel to best meet the needs of the students in the school.**

The Principal oversees 54 BC certified teaching staff as well as school support personnel. The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement and there is sufficient time allotted for these.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

WMLIHS employs 55 teachers (principal included) in the BC Program. Of these, 53 are certified through the BC College of Teachers (BCCT), all but two with a record on file indicating practising status to June 30, 2012 (see details in #14 below). Two teachers are certified through the Office of the Inspector of Independent Schools (OIIS). All teachers have successfully completed a criminal record check by virtue of their certification.

The Mandarin teachers are Chinese nationals and the school has evidence on file of each teacher's local certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses*

for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.

All teachers who are responsible for delivering the BC Program are appropriately certified, **with the exception of two teachers who have applied to the BCCT and are awaiting receipt of certification.** Evidence provided to the Team indicates that all the required information has been received by the BCCT except payment for certification. **The Team requires that this be addressed immediately.** One teacher has an OIIS subject restricted certificate and the Team verifies the teacher is teaching within the restriction. Mandarin 10, 11, and 12 are included for credit within the BC Program and are taught by locally certified Chinese teachers.

The rapid growth of the school has resulted in a number of new teachers being hired. Teacher turnover is also common. The Principal and Superintendent are well aware of the difficulty in retaining staff in a foreign country. Planning documents from previously employed teachers are passed on to new teachers in order to provide some form of consistency from one year to the next. In addition, with multiple teachers for each grade and subject, the teachers plan units and lessons together. **WMLIHS is to be commended for the collaborative planning that is evident with teachers; it provides consistency from one year to the next at the same time allowing for individual teaching style and flexibility.**

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

Not applicable.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The teachers currently employed at WMLIHS work directly with the 1152 students enrolled. Course overviews, unit and daily plans, assessment records, and report cards were reviewed and determined to be prepared by the BC certified teachers. Locally certified Chinese teachers are responsible for all aspects of the Mandarin courses.

Provision for the reporting to parents is covered in section 24 of this report.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
- (b) *the duties of the British Columbia Certified Teacher,*
- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The contracts for teachers have been developed by MLES and the terms and conditions of employment for all MLES teachers meet the requirements established by the Province. Contracts are for two years and can be renewed.

Teacher files are located in the Principal's office. The Team verifies that teacher files contain teacher contracts, copies of BC Certificates of Qualification and practising status, signed *Consent to Collect, Use and Disclose Personal Information* forms, and supervision/evaluation reports.

Teachers attend a MLES orientation session in Vancouver before they leave for China. This orientation includes receiving information about MLES and living abroad. In addition, the Principal organizes five professional development days before school begins; these include a local orientation for new teachers as well as professional development for all teachers.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

WMLIHS has six computer labs and over 200 computers for student use. Each teacher and office personnel have a computer. The Team verifies there are printer access, internet capability, and the necessary hardware and software requirements. Three technicians maintain the computer system and all computers.

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As noted previously, WMLIHS uses the Web TESS data management system for administrative purposes and is able to transfer all necessary data to the Province.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The Team reviewed the Policy Manual that MLES has developed for all the BC Program schools within its organization. The Manual covers policies and procedures pertaining to students, staff, and parents; it goes well beyond what is required by the Province.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

In reviewing course overview documents and schedules, the Team confirms the number and variety of course offered at WMLIHS enables students to meet the BC graduation requirements. The school day begins at 7:35am and ends at 3:40pm. Each class is 75 minutes long, with five blocks per day, over a five day period. The instructional time more than meets the Ministry time requirements.

Students receive instruction from specialist teachers who are BC certified. The Team confirms through viewing course overviews, unit plans and daily plans that the teachers plan their programs to meet the prescribed learning outcomes. Students also receive instruction from locally certified Chinese teachers for Mandarin 10, 11, and 12, and Tai Chi, as part of the Daily Physical Activity requirement. Board/Authority Authorized (BAA) courses offered include Introduction to Literature 10 and 11 as well as Leadership 12.

Students are provided with a variety of extra-curricular opportunities that are implemented to help students increase their fluency in English. These clubs and teams develop many skills in the students that help to enhance their performance both in and out of the classrooms. Extra-curricular programs are offered four days per week after school and include a wide range of interest areas for students.

The school has a full-time academic counselor to assist students with course planning and university applications. The academic counsellor also coordinates the elements required for Graduation Transitions 12.

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20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

Not applicable.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

WHLIHS offers the complete BC Graduation Program from Grades 10 to 12. The School follows a semester timetable.

Courses offered at the Grade 10 level include: Introduction to Literature 10, English 10, Social Studies 10, Mathematics 10, Science 10, Planning 10, Physical Education 10, Information Technology 10, Drama 10, and Mandarin 10.

At the Grade 11 level, courses offered include: Introduction to Literature 11, English 11, Communications 11, Social Studies 11, Mathematics 11, Chemistry 11, Physics 11, Physical Education 11, Applied Skills Physical Education 11, Accounting 11, Art Foundations 11, Information and Communication Technology 11, Mandarin 11, Marketing 11, and Drama 11 (Theatre Performance & Theatre Performance).

Grade 12 courses include: English 12, Communications 12, Writing 12, History 12, Mathematics 12, Calculus 12, Biology 12, Chemistry 12, , Physics 12, Physical Education, 12, Accounting 12, Art Foundations, Economics 12, Information and Communication Technology 12, Mandarin 12, Marketing 12, Drama 12 (Theatre Performance and Theatre Production), and Leadership 12. Advanced Placement (AP) Chemistry 12 and AP Calculus 12 are options for students; there was insufficient registration numbers to offer these two courses this year.

Grad Transitions is introduced in Planning 10. Several components are presented in Grade 11 with the bulk of the program being completed in Grade 12. Students receive a Grad Transitions booklet outlining the requirements and providing space to record achievement.

All students are required to take PE every year at WHLIHS. Prior to this school year, PE was provided as a linear course while this year it takes place in one semester. **With students taking PE in one semester, the school is required to ensure students will meet the Daily Physical Activity requirements in the opposite semester.**

The school offers three Board/Authority Authorized courses (BAA); Introduction to Literature 10, Introduction to Literature 12, and Leadership 12. All BAA courses have

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been developed according to the Ministry template as outlined in the document *Board/Authority Course Requirements- Procedures*; they were previously approved for all MLES High Schools by a representative of the BC Ministry of Education.

All courses meet the BAA outcomes or the BC Ministry Prescribed Learning Outcomes (PLOs) as presented in the Integrated Resource Packages (IRPs).

The Team confirms that students at WHLIHS will be able to meet British Columbia Graduation requirements, as specified in the Ministerial Order 302/04, the Graduation Program Order enacted under the *School Act*.

WMLIHS offers a dual graduation program. Chinese and BC courses are scheduled within a common timetable. Students are assigned 10 courses per year, five per semester. Generally, nine of the courses are BC authorized. The Chinese courses offered are Chinese Social Studies Grades 10, 11, and 12, Chinese Politics 11, and Mandarin 10, 11, and 12. Chinese education authorities recognize some of the BC courses for credit and the BC Ministry of Education recognizes Mandarin for credit.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course Overviews for all courses and each grade were reviewed by the Team and found to be in order. The overviews generally contain a time frame, content, planning for assessment (teaching strategies/learning activities), achievement indicators (assessment and evaluation), and clear linkage to the prescribed learning outcomes.

Course overviews, unit plans, and daily planning indicate a variety of teaching strategies and learning activities for all courses. The Team observed teachers providing direct instruction to individuals as well as to small and large groups. Students were seen reading, reviewing, representing, sharing, discussing, brainstorming, and demonstrating. **Teachers are to be commended for the exceptional planning that was evident in the course overviews as well as the bridging from the course overviews to unit and daily plans that clearly indicates the prescribed learning outcomes are being taught in all courses.**

Assessments include rubrics, self and peer-evaluation, quizzes, tests, homework checks, and class participation. Observation of student work and classroom displays provides evidence that the content is being taught and that the prescribed learning outcomes are being met.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) *that includes the Provincial Examinations, and*
 - (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

Through classroom visits and observation of student work and teacher records, the Team confirms that the teachers of WMLIHS are providing appropriate assessments that demonstrate student progress in intellectual, human, social, and career development.

The Team confirms that students have been registered to write the required provincial exams. The school has been successful in administering electronic provincial examinations in the past and administration indicates a schedule is in place to accommodate the increase in the number of students needing to write these exams. Exams are invigilated by BC certified teachers and marking sessions are planned for as required.

Provincial exam results from last year indicate a significant gap between the final school and provincial exam marks. This was not the pattern the year before that. Discussion with administration indicates they are concerned with this discrepancy and are seeking ways to address it.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Formal report cards are issued four times per year. In addition, interim reports are sent home between the start of the semester and the first formal reporting period. At times a second interim report is sent home during the semester. The comments on student progress reports are printed in English and Chinese. Report cards are posted on a secure website which students and parents can access through a protected password.

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The school encourages parents to come to the school to meet with teachers; a Chinese translator is provided if required.

On all report cards, the school is required to indicate whether the students are meeting the DPA requirements.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The Team verifies that Student Records exist for each student in the BC Program. The files, stored in locked filing cabinets in the administration office, include the student demographic information, Permanent Records (1704 forms), report cards, and signed *Consent to Collect, Use and Disclose Personal Information* forms. The English Assessment scores are stored as a hard copy in the Admissions Office. Student Permanent Records (1704 forms) and report cards are also stored electronically; this electronic information is secure and backed up regularly.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

According to MLES policy, teachers are to be evaluated by the Principal in year one and every four years thereafter. The Principal indicates he has plans in place to begin the evaluation process for new teachers and there is evidence on file of evaluations for teachers who were at the school in previous years. The Principal was evaluated by the Superintendent as verified in the Principal's file.

Teacher files are stored in the Principal's office. These files include each teacher's certificate, signed *Consent to Collect, Use and Disclose Personal Information* form, verification of practising status, and a copy of his/her evaluation.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are*

met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The Team completed the annual on-site inspection of WMLIHS as required. The facility, grounds and equipment were inspected in conjunction with the delivery of the BC Graduation Program. This included an inspection of records, files, documents, handbooks, policies, operations and operational structure, student achievement, as well as classroom planning and practice. The purpose of the inspection was to verify that certification requirements are being met in order to ensure the BC Program's continuity and sustainability.

It is the opinion of the Team that the Authority and the school have been successful in this endeavor.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The BC Agent wrote a letter to the Province on November 9, 2010, indicating that all Maple Leaf Schools will provide assistance to graduating students with respect to applications for Canadian study permits and will track graduates' post-secondary careers in accordance with the Province's directions.

As noted earlier, the Province's form entitled *Consent to Collect, Use and Disclose Personal Information* has been completed by all students as required.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, Principal and staff of Wuhan Maple Leaf International High School on the following:

- **To the Maple Leaf Educational System for the long term planning that supports three schools on one impressive piece of property.**
- **To administration for the team approach that exists between Chinese and Canadian administrative personnel to best meet the needs of the students in the school.**
- **For the collaborative planning that is evident with teachers; it provides consistency from one year to the next at the same time allowing for**

individual teaching style and flexibility.

- **To the teachers for the exceptional planning that was evident in the course overviews as well as the bridging from the course overviews to unit and daily plans that clearly indicates the prescribed learning outcomes are being taught in all courses.**

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- **Certification issues noted in #14 of the report.**
- **With students taking PE in one semester, ensure students will meet the Daily Physical Activity requirements in the opposite semester.**
- **Indicate on the report card whether the students are meeting the DPA requirements.**

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Wuhan Maple Leaf International High School be recognized as a British Columbia Certified Program.

Appendix A
Teachers Requiring BC Certification

S. 22

Certification Status Inspection Report

on

Wuhan Maple Leaf Foreign Nationals School

**Wuhan, Hubei Province
People's Republic of China**

November 21, 2011

A. INTRODUCTION

On November 21, 2011, a Certification Inspection was completed on Wuhan Maple Leaf Foreign Nationals School (WMLFNS) in Wuhan, Hubei Province, People's Republic of China (PRC). The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* have been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the *Offshore School British Columbia Certification Status Agreement*, consisted of Mary Manton and Beverly Pulyk (chairperson).

WMLFNS has an enrolment of 26 students which has been divided into three multi-age class groupings: Kindergarten (K) to Grade 3, Grades 4 to 6, and Grades 7 to 9. The K to Grade 3 multi-aged class presently enrolls 8 students, the Grades 4-6 class has 13 students, and there are five students in the Grades 7-9 class.

The Authority, Maple Leaf Educational Systems (MLES), is responsible for the BC Program and the Chinese Program. In addition to the K to Grade 9 BC Program, the Authority offers a BC High School Program (Grades 10 to 12) and a Chinese Middle School Program (Grades 7 to 9) on the same property.

The Team would like to thank the WMLFNS staff for their hospitality and preparedness for the inspection visit. The warm welcome and full cooperation extended to the Team were of great assistance in completing the tasks involved in an offshore inspection.

The Team met with the BC staff on the morning of November 21st to explain the inspection process. Team members met with the BC Principal, Chinese Headmaster, Chinese Principal, Superintendent of Schools who is also the BC Agent, personnel in the Finance Department, Director of the Language Electives Program, classroom teachers, support staff, and students. The Team began the inspection process with a tour of the facility after which the Team met with school administration; reviewed policies, handbooks, relevant documents, student files, teacher files, system and school websites; visited classrooms; and viewed teachers' planning and assessment records and student work. At the conclusion of the inspection, the Team met with the staff to share a brief summary of their observations and findings.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

The following is a summary of how the school is meeting the list of requirements contained in *Schedule A* of the *Offshore School British Columbia Program Certification Status Agreement* in order to maintain certification.

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.*

The Team found evidence that WMLFNS operates within the laws of the country, province, and city. The Candidate Status Inspection for WMLFNS was completed in 2007, after which the Authority was granted Candidate Status. The school received Certification Status following their next inspection and has maintained that status ever since. The current Certification Status is valid until June 30, 2012 as verified by Certificate #10396788.

September 2007 marked the opening of WMLIHS with seven enrolled students in the BC Program. The School has shown little growth over the past number of years; 16 students were registered in 2008/9, 23 in 2009/10, 20 in 2010/11 and 27 at the start of this school year. No students at this time are residential students. Discussion with administration indicates that WMLFNS is an important school within the MLES and administration is seeking ways to increase enrollment.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Team verifies that the Authority has received approval from the appropriate government offices to build and occupy WMLFNS. The school has letters and certificates on file indicating approval to offer the BC Education Program. The Team viewed such documents as: Memorandum of Understanding signed with the local government, Letter of Approval for establishing the school from the Education Bureau of Wuhan, PRC Private School Set-up Permit, PRC Construction Planning Permit,

Private Non-enterprise Organization of Registration Certificate, Tax Affairs Certificate of Registry, PRC Certificate of Organization Code, License for Fee Collection, and Certificate of Administrative Licenses. Evidence indicates that some of the aforementioned require regular renewal; such documents were found to be current.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Ms. Susanne Penner has been appointed by the Authority to act as the BC Agent and Superintendent of Schools for all Maple Leaf International Schools. She also sits on the MLES Board of Directors. A letter from the Province of BC dated September 1, 2009, confirms the appointment of Ms. Penner as the BC Agent as she fully meets all of the requirements set out in paragraph 5 of the Agreement.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

MLES owns and operates three schools (Kindergarten to Grade 9 Foreign Nationals School, Grades 7 to 9 Chinese Middle School, and Grades 10 to 12 International High School) on one expansive piece of property in Wuhan. The total property includes buildings to support the three schools. The buildings for the Foreign Nationals School were built in 2007 and at that time they supported students in all schools. Additional buildings were built in 2009 for the ever expanding International High School. The Foreign Nationals School currently shares its space with the Chinese Middle School.

Visitors enter the property through a guarded security gate. The buildings on the property include: a three-storey building made up of two wings (one for the Foreign Nationals School and one for the Chinese Middle School), a five-storey building for the International High School, five student dormitories (two for the middle school and three for the high school), three staff residences, an auditorium and cafeteria building for the foreign nationals and middle school students, a cafeteria and gymnasium building for the high school students, maintenance buildings, and uniform store. There is additional land adjacent to the gymnasium and high school buildings to support any planned expansion. Outdoor recreational areas on the property consist of two ball hockey areas, two volleyball courts, five basketball courts (four by the high school and one by the middle school), walking paths, sitting areas, and a large square for outdoor assemblies.

WMLFNS has more than enough space for the program to operate; all rooms not in use are locked. At this time, three classrooms, a library, music room, art room, computer lab and staffroom are in use. All are located on the first floor of one wing of the building, with the exception of the computer lab which is on the second floor. The main office area for the school is located in the high school building. The K to Grade 9 students have access to the gymnasium and cafeteria built for the high school.

The grounds and buildings are maintained by a large custodial and maintenance staff. Areas throughout the school are appropriately furnished and relatively clean.

It is the opinion of the Team that the facilities meet the requirements for the instruction of the program being offered. **The Team commends MLES for the long term planning which supports three schools on one impressive piece of property.**

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority submitted the Inspection Catalogue to the BC Ministry of Education as required. The catalogue reflects current school information and practice. The materials/binders that were prepared in advance and available for each Team member upon arrival were greatly appreciated. The Team confirms the submission of required documents to the Ministry of Education (1701, I-2001).

All records and reports are available in English. Web TESS, a WINDSOR data management system, is used to store and transmit student data to the Ministry. The front office staff is responsible for the submission of all data.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

Registration forms, published tuition rates and other applicable school fees, including related policies, were examined during the inspection. All information is available in both English and Chinese. After reviewing the MLES and school websites as well as promotional materials, the Team confirms that claims being made by the school are consistent with the program offerings, student accommodations, facilities, fees and related costs, policies and public statements.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team met with personnel in the Finance Department of the School; they stated that all required fees to date have been paid to the Ministry as set out in Schedule "C".

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

WMLFNS teaches all subjects in English, except Mandarin, which is taught by a locally certified Chinese teacher. Mandarin is taught as the second language course in the school at all grade levels.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Not applicable.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

There is no English Language Assessment requirement for students registering in WMLFNS; however a significant number of ESL students are presently enrolled at the school. ESL support is limited to what the homeroom teacher can provide. **The Team recommends the school review how they provide ESL support to those students requiring additional support.**

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

WMLFNS has the basic resources to deliver the K to Grade 9 Educational Program. The three classrooms have manipulative materials as well as classroom libraries. Program resources include *Math Makes Sense*, *Benchmarks Series*, *Reading A-Z On-line Program*, *Collections Reading Series*, *Modern Curriculum Press Phonics Program*, *Science Probe*, and *Outlooks Program*. The school is to be commended for meeting the curricular needs with limited supplies and equipment. The Team encourages the school to continue to acquire increased supplies and equipment.

The computer lab houses 15 computers each with internet access. Each classroom has one computer and three computers are located in the teachers' office. Computer programs available for use include *Microsoft Office*, *Excel*, *Photoshop*, and *Adobe Dreamweaver*.

The library was recently moved to the first floor providing closer access to the three classrooms. A number of fiction and non-fiction books have been added to the

collection. A teacher librarian is scheduled at WMLFNS for two hours per week which provides students from K to Grade 6 with book exchange and library instruction. The Grades 7 to 9 class has a scheduled library period once a week at the high school. Teachers at WMLFNS are able to use the library and access resources outside of the teacher librarian's schedule. **The above improvements to the library are noted; the school is to be commended for the recent changes to the library program.**

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The Principal oversees three BC certified teaching staff. The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement and there is sufficient time allotted for these duties.

The Principal, who has 22 years of previous administrative experience and 22 years as an educator, is certified through the BC College of Teachers. He possesses a Professional Certificate of Qualification issued under the *Teaching Profession Act*. The role of principal includes liaison with the Chinese Headmaster, administering and supervising the BC Program, day-to-day operations, staff orientation, teacher assignments, supervision of instruction, curriculum implementation and monitoring, parent/community relations, budgeting, staff meetings, field trip approvals, student discipline, submitting resource requirements, and supporting students as required. He is supported by the Vice-principal and Director of the Language Electives Program from the high school.

The Principal encouraged parents to organize a Parent Advisory Committee (PAC) this year. **The Team commends the school for this effort to involve parents in their child's education.**

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

WMLFNS employs four teachers (principal included). All are certified through the BC College of Teachers (BCCT) and there is evidence on file indicating each has practising status. All teachers have successfully completed a criminal record check by virtue of their certification.

The Mandarin teachers are Chinese nationals and the school has evidence on file of each teacher's local certification.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

Not applicable.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

All teachers who are responsible for delivering the BC Program are appropriately certified. As noted above, Mandarin is taught by locally certified teachers.

There are two new teachers to the school this year and staff turnover is common. The Principal and Superintendent are well aware of the difficulty in retaining staff in a foreign country. Planning documents from previously employed teachers are passed on to new teachers in order to provide some form of consistency from one year to the next.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The teachers currently employed at WMLFNS work directly with the 26 students enrolled. Course overviews, unit and day plans, assessment records, and report cards were reviewed and determined to be prepared by the BC certified teachers. As previously noted, a locally certified Chinese teacher is responsible for all aspects of the Mandarin course.

Provision for the reporting to parents is covered in section 24 of this report.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
(b) *the duties of the British Columbia Certified Teacher,*

- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The contracts for teachers have been developed by MLES and the terms and conditions of employment for all MLES teachers meet the requirements established by the Province. Contracts are for two years and can be renewed.

Teacher files are located in the Principal's office. The Team verifies that teacher files contain teacher contracts, copies of BC Certificates of Qualification and practising status, signed *Consent to Collect, Use and Disclose Personal Information* forms, and supervision/evaluation reports.

Teachers attend a MLES orientation session in Vancouver before they leave for China. This orientation includes receiving information about MLES and living abroad. In addition, the Principal organizes five professional development days before school begins; these include local orientation for new teachers as well as professional development for all teachers.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

WMLFNS has a computer lab as well as one computer in each classroom for student use. Each teacher and office personnel have a computer. The Team verifies there is printer access, internet capability and the necessary hardware and software requirements.

As noted earlier, WMLFNS uses the Web TESS data management system for administrative purposes and is able to transfer all necessary data to the Province.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student*

admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.

The Team reviewed the Policy Manual that MLES has developed for all the BC Program schools within its organization. The Manual covers policies and procedures pertaining to students, staff, and parents and it goes well beyond what is required by the Province.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

The Team confirms the number and selection of courses offered at WMLFNS meets the K to Grade 9 BC Program. The students from K to Grade 6 receive all instruction from their homeroom teacher, with the exception of Mandarin as previously noted. Students in Grades 7 to 9 receive all instruction from their homeroom teacher except Mandarin and two of the three Physical Education (PE) periods per week; for the two PE periods, students join a Grade 10 PE class. All teachers plan their curriculum to meet the Ministry prescribed learning outcomes.

Students in K to Grade 3 receive five 30-minute classes per week of Mandarin. This is a decrease of 75 minutes per week and was a result of the recommendation from the 2010 Inspection (to review the time allotments for Mandarin for this division). Students in Grades 4 to 9 receive five 45-minute classes per week of Mandarin.

WMLFNS begins its day at 9:00am and ends at 3:15pm, with 45 minutes for lunch. Kindergarten operates as a full-day program. The total instructional time for K to Grade 9 more than meets the Ministry time requirements of 850 hours.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

All students enrolled in K to Grade 9 receive instruction in English Language Arts, Social Studies, Science, Physical Education, Drama, Art, Health and Career Education, and Mandarin as a second language. Music is taught in K to Grade 3 throughout the year by the homeroom teacher. Music for Grades 4 to 9 will be taught in the second half of the year by a BC certified teacher from the high school. Home Economics is the Applied Skills course taught to the Grade 7 to 9 students. The Daily Physical Activity (DPA) requirement of 30 minutes a day includes supervised free play during breaks and in-class physical activity on days when Physical Education is not scheduled. The Team

confirms that instruction in all subjects and grades meet the prescribed learning outcomes as stated in the BC Ministry IRPs.

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

Not applicable.

22. *The Authority must*
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team reviewed all course overviews for K to Grade 9 with the exception of Grades 4 to 9 Music which will be taught in the second half of the year. The Team confirms that timelines, content, planning for assessment (teaching strategies/learning activities) and achievement indicators (assessment and evaluation) show direct linkage to the prescribed learning outcomes. Course overviews, unit plans and daily planning indicate a variety of teaching strategies and learning activities for all courses. The Team observed teachers providing direct instruction to individuals as well as to small and large groups in multi-aged settings. Students were seen reading, reviewing, representing, sharing, discussing, brainstorming, and demonstrating. **The school is to be commended for the efforts being made to meet the diverse needs of the students in the multi-aged classrooms.**

Assessment portfolios for students included math tests, writing samples, Reading A-Z Reading Record, and sight word assessments. Individual student and peer evaluation forms are also used as an assessment tool in the upper grades. Evaluation based on a rubric is a common assessment tool used throughout the grades.

The Team saw evidence in the student portfolios that students are being assessed using the BC Performance Standards in the area of writing and reading.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that*

are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (b) that includes the Provincial Examinations, and*
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

Not applicable

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The School has three formal reporting periods per year with report cards being mailed to parents. Parent/teacher conferences follow term one and two report cards.

The report card for K to Grade 3 includes an anecdotal comment for each subject as well as a progress code. The report card for Grades 4 to 9 includes a general anecdotal comment as well as a percentage and letter grade for each subject.

On all report cards, indicate whether the students are meeting the DPA requirements.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The Team verifies that Student Records exist for each student. The files, stored in locked filing cabinets in the administration office, include student demographic information, Permanent Records (1704 forms), and report cards. The students' Permanent Records (1704 forms) and report cards are also stored electronically; this electronic information is secure and backed up regularly.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

According to MLES policy, teachers are to be evaluated by the Principal in year one and every four years thereafter. The Principal indicates he has plans in place to begin the evaluation process for new teachers and there is evidence on file of evaluations for teachers who were at the school in previous years. The Principal was evaluated by the Superintendent as verified in the Principal's file.

Teacher files are stored in the Principal's office. These files include each teacher's certificate, signed *Consent to Collect, Use and Disclose Personal Information* form, verification of practising status, and a copy of his/her evaluation.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team completed the annual on-site inspection of WMLFNS as required. The facility, grounds and equipment were inspected in conjunction with the delivery of the BC Program. This included an inspection of records, files, documents, handbooks, policies, operations and operational structure, student achievement, as well as classroom planning and practice. The purpose of the inspection was to verify that certification requirements are being met in order to ensure the BC Program's continuity and sustainability.

It is the opinion of the Team that the Authority and the school have been successful in this endeavor.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

Not applicable.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, principal and staff of Wuhan Maple Leaf Foreign Nationals School on the following:

- **For Maple Leaf Educational System’s long term planning that supports three schools on one impressive piece of property.**
- **For the recent changes to the library program.**
- **For the effort to involve parents in their child’s education through the organization of a Parent Advisory Committee this year.**
- **For the efforts being made to meet the diverse needs of the students in the multi-aged classrooms.**

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- **How the school provides ESL support to those students requiring additional support.**
- **Indicate on the report card whether the students are meeting the DPA requirements.**

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Wuhan Maple Leaf Foreign Nationals School be recognized as a British Columbia Certified Program.

**British Columbia
Certification Status Inspection
On
Canadian Secondary Wenzhou No. 22 School
Wenzhou, Zhejiang Province
People's Republic of China
November 21 and 22, 2011**

A. INTRODUCTION

On November 21-22, 2011, a Certification Status Inspection was completed on Canadian Secondary Wenzhou No. 22 School (CSW No. 22) in the city of Wenzhou, Zhejiang Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team, appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Craig Davis and Mr. Joseph Colistro (Chair).

The Authority, which is responsible for the BC and Chinese Program, has been confirmed as Wenzhou No. 22 Senior Middle School. The BC Program was developed through a collaborative partnership agreement between School District No. 40 Business Company (SD40BC) and the Wenzhou No. 22 Senior Middle School.

The visit began with a brief meeting on Monday morning with the BC principal and BC agent to introduce the Inspection Team and apprise the staff of the purpose of the inspection, the Inspection process, the mandate and the procedures to follow during the visit.

For the next two days time was spent in observation of classroom instruction and administrative procedures. Discussions were held with the school authority, BC principal, teachers, support staff, and students. Yearly course overviews, daily lesson plans, resources, student work, policies, and administrative records, were reviewed.

At the conclusion of the visit the Inspection Team again met with the school authority, BC agent and principal, Chinese principal and vice-principal, and the staff to thank them for their cooperation during the visit and to share the findings and summarize observations.

The Inspection Team was most appreciative of the warm welcome and hospitality offered by the BC agent, SD40BC, Chinese administration, BC principal, administrative staff, teaching and support staff and students. Every effort was made to be co-operative, helpful and accommodating.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

Canadian Secondary Wenzhou No. 22 School has been in operation since September, 2006, providing Grade 10 of the BC Graduation Program to 23 students. Candidate Status was granted to CSW No. 22 on December 1st, 2006.

Another inspection team from the BC Ministry of Education evaluated the development of the BC Graduation Program on April 20, 2007, and recommended that the BC Program offered at Canadian Secondary Wenzhou No. 22 School be recognized as a Certified British Columbia Graduation Program. The Certification Agreement was signed between the Province of BC and Wenzhou No. 22 Middle School in June of 2007.

The current enrolment in the BC program (2011-2012) is 280 students consisting of 103 (grade 10), 99 (grade 11), and 78 (grade 12). The school has grown steadily since its original inception with 23 students.

2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

The Ministry of Education for the PRC and the Zhejiang Education Department gave approval in May of 2006, renewed in 2011, for the Wenzhou Educational Bureau to operate the BC Program at Wenzhou No. 22 Senior Middle School. The Chinese Principal of Wenzhou No. 22 Senior Middle School has been given the authority to oversee the BC program and the Chinese Vice-Principal was appointed by the Wenzhou Education Bureau to work with the BC administration to implement the BC program.

A review of the written documentation available gave evidence of a signed Collaboration Agreement between Wenzhou No. 22 Senior Middle School and SD40BC. The Authority has contracted with SD40BC to be the service provider.

The Collaboration Agreement assigns to SD40BC the responsibilities for teacher recruitment and school resources. Within this agreement the BC agent recruits, develops employee contracts, determines salaries and benefits and looks after the welfare of the teachers.

3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has secured the services of Mr. Tom Harris as the BC Agent. Mr. Tom Harris has been working with the program at Wenzhou for a number of years. The BC Agent is a certified BC educator and meets all of the requirements set out in paragraph 5 of this Agreement. The Inspection Catalogue provided a detailed list of how the BC Agent supports the CSW No. 22.

The Inspection Team commends the BC agent for his close involvement with the school and the level of support provided.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

The campus of the Wenzhou No. 22 Senior Middle School on which the BC program for CSW No. 22 are delivered are extensive and very well suited for offering a BC Graduation program.

The school campus is situated on a large parcel of land. The facilities include dormitories, instructional and administrative buildings, cafeteria, library, outdoor track and field and numerous basketball and tennis courts. A park like setting adjacent to the O'jiang River compliments this beautiful campus. The property does not include a school gymnasium but there are plans to construct one in 2012.

The BC Program currently occupies 2 buildings on the campus which include teacher offices, a library, principal's office, a multi-purpose room, two computer labs, and 14 classrooms. The school has adequate access to science labs. 90% of the students live in dormitories situated on the campus.

The Inspection Team was satisfied that the present school facilities used by CSW No. 22 to deliver the BC Program are adequate to meet the current requirements for the instruction of programs being offered.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Inspection Team with a detailed Inspection Catalogue as required. A Parent, Student and Staff handbook were available for review.

The school verified that the transfer of all data (TRAX, 1701, I2001) relating to the registration of students and exam marks is on schedule as required. All records and reports are available in English.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Authority has developed promotional and information materials that describe the school's philosophy and programs. After reviewing the information and talking to members of the administration, the Inspection Team determined that the claims currently made by the school regarding; the academic programs offered, student accommodation, fees, school policies etc. was consistent with the school's practice.

The school has developed three handbooks, for staff, parents, and students. The handbooks, both recently updated, contain useful information for members of this school community. The website hosted in China is currently in Chinese only. SD40 hosts a website which provides some information about the program at Canadian Secondary Wenzhou No. 22 School.

Recommendation- Update and review the website to ensure it contains required information in Chinese and English.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC program, student registration and inspection costs have been paid or in the process of being paid.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The school is aware that courses offered in the Certified British Columbia Program for credit must be offered in English, except for second language courses and any non-core courses specifically exempted by the Province. The Inspection Team noted that the school has written approval on file dated November 2008 to use locally certified teachers for Music 10-12, Chinese History and Geography. The principal is responsible for overseeing these exempted courses.

A letter received from the Inspector of Independent Schools dated Nov. 7, 2011 confirms that equivalency has been granted for Mandarin 10-12.

Students take an extensive course load and graduate with close to 100 credits.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program*

and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.

To be eligible to enter CSW No. 22 students must be Junior Middle School grade 9 graduates with an average of 70% on the final Chinese examination.

The Inspection Team reviewed an English Language Assessment tool that has been designed by the School. The tool is administered by CSW No. 22 under the supervision of the Principal, to assess language proficiency in reading, writing, speaking and listening.

Students who achieve 60% or higher on the overall assessment and higher scores on the oral component are accepted into the program.

Notwithstanding a wide variety of interventions to improve English language skills, there continues to be a substantial spread between the final school percent and the final examination mark in English 12 resulting in a very small number of students being successful in passing the provincial exam.

Recommendation: Address the English 12 mark discrepancy via a thorough review. The review should include such items as admissions standards, development of appropriate benchmarks, an extended or enhanced grade 10 program, etc.

Recommendation: Continue to provide specific English language acquisition interventions.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The School is offering all students a non-credit ESL (language development) course. An ESL course, previously approved as a 4 credit BAA course, was offered to grade 10 students last year. The school sought to move the credit course from grade 10 to grade 11 and did not offer it for credit this year. It will be offered again next year as a credit course at the grade 11 level.

Students read for 15 minutes during SSR (sustained silent reading) the first period of each day.

The annual new student-grade 10 summer camp in New Westminster continues to provide another language learning opportunity.

The school has doubled the hours of instruction for English 10 and 12 and has streamed weaker English students into Communications 12. It is hoped that these initiatives will enable students to improve their English thus providing for a higher level of success.

The Inspection Team commends the school for the efforts that have been made since the last provincial exams in English to enhance English language acquisition.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Canadian Secondary Wenzhou No. 22 works closely with the BC agent to provide resources for staff and students. Resources are purchased from Canada and from local suppliers in China and are paid for by SD40BC. In the spring of each year an order for texts is compiled based on enrolment projections and course offerings. New text and other print resources are submitted to a joint review committee for approval. The joint review committee has the authority to approve or reject text requests. Full sets of BC textbooks and teacher resource materials have been purchased and are being used in most subject areas.

The Inspection Team notes that developing a working library is a continuing initiative. This project is funded jointly by Wenzhou No. 22 Senior Middle School and SD40BC. The facility is open during school days and on Tuesday and Wednesday evenings during evening study. There are 2 computers that have been purchased and will be installed in the future. The Inspection Team acknowledges the work completed towards the development of a functional library and encourages the school to continue to fully develop this resource to support student learning in the BC Program.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The principal holds a current Certificate of Qualification issued under the Teaching Profession Act.

The principal is in his fifth year at the school. He has been given 100% administrative time to manage the daily operations of the school but within this time works with students in Grad Transitions and university preparation.

The principal has 22 years of experience both as a teacher and an administrator. He oversees 14 teachers and is responsible for ensuring that satisfactory standards are met regarding implementation of the B.C. Curriculum, student progress, policies and procedures, teacher certification, professional development, resource acquisition, safety, programming, and other requirements as established by the British Columbia Ministry of Education.

The overall administration of the Wenzhou No. 22 Senior Middle School is the Chinese Principal. The Wenzhou Bureau of Education has appointed the Vice-Principal of Wenzhou No. 22 Senior Middle School to work closely with the BC Principal. The BC principal meets with the Vice Principal frequently to discuss the British Columbia and the Chinese programs, student life, maintenance, and other related issues.

The Inspection Team confirms that the BC principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement.

The Inspection Team commends the BC principal for the development of a respectful, productive, and collaborative relationship with the Chinese support staff and the administration of Wenzhou No. 22 Senior Middle School.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and persons holding a letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

The school employs 15 teachers, principal included, to deliver the B.C. program. 12 teachers hold a BC College of Teachers certificate (**one expired**) and three a certificate through the OIIS. The current B.C. Certified Teachers have undergone a successful criminal record check by virtue of the current certification process through the British Columbia College of Teachers or the OIIS.

Recommendation: Confirm by January 6th 2012, that the certification for the teacher, whose membership has expired, identified in Appendix A, has been completed by the British Columbia College of Teachers.

The BC program has four Chinese teachers responsible for the delivery of Geography, Chinese History and Music 10, 11, and 12. A letter was available from the Chinese principal stating that the Chinese staff did not have a criminal record.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

The school employs 15 teachers, principal included, to deliver the B.C. program. 12 teachers hold a BC College of Teachers certificate (**one expired**) and three a certificate through the OIIS.

The Inspection Team noted that the school has written approval on file dated November 2008 to use locally certified teachers for Music 10-12, Chinese History and Geography. The principal is responsible for overseeing these exempted courses.

A letter received from the Inspector of Independent Schools dated Nov. 7, 2011 confirms that equivalency has been granted for Mandarin 10-12.

A staff orientation is provided to ensure that all staff adjust quickly to living and working abroad, to the B.C. Offshore working environment and to teaching second-language learners. Support is ongoing to help teachers with any aspect of the transition.

Recommendation: Confirm by January 6th 2012, that the certification for the teacher, whose membership has expired, identified in Appendix A, has been completed by the British Columbia College of Teachers.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or, where prior written approval is obtained from the Inspector, individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

CSW No. 22 is currently offering grade 10, 11, 12 of the Graduation program.

15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Inspection Team was able to observe teachers providing instruction in all three grades and across a variety of curricular areas. BC Certified Teachers, plan, evaluate and provide instruction to students enrolled in the BC program.

Teachers maintain daily marks, attendance and term end results in *Gradebook*. These results are transposed into 3 regular bilingual reports during the year.

16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (a) *hours of work,*
- (b) *the duties of the British Columbia Certified Teacher,*
- (c) *the teaching assignment,*
- (d) *accommodation provided or available,*
- (e) *length of school day,*
- (f) *length of School Year,*
- (g) *salary and benefits,*
- (h) *travel arrangements,*
- (i) *medical expenses,*
- (j) *applicable work permits.*

The terms and conditions for employment at CSW No. 22 have been outlined and accepted by all teaching staff. The contract offered to teachers is competitive and comprehensive. The contract articulates clearly issues about remuneration. The staff handbook includes suggestions about daily life in China and teacher expectations. Teacher files provide evidence of teacher contracts that include the terms and conditions as required. Files also include teacher resumes', the Consent for the Collection, Use and Disclosure of Personal Information form and teacher evaluations.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The school has adequate access to computers and internet resources. Two computer labs are located in the Chinese program building. Students make use of the computers primarily for IT courses, but the labs are also used for research, projects and presentations and will be used along with the large Chinese lab for the completion of e-exams.

There are 25 computers for administrative use and all classrooms are equipped with LCD projectors and consoles. Classrooms have internet access during school hours.

The school is deemed to have adequate resources to offer the BC Program, and is encouraged to provide integration of technology into student learning, teacher preparation and practice.

Recommendation: explore the expanded use of technology in teaching and learning and, in cooperation with the Chinese administration, develop a long range technology plan.

The school uses Turbo School for recording student demographic data. Term marks are recorded by teachers in *Gradebook*, are exported each term to Microsoft Excel and then into Microsoft Word Mail Merge to produce report cards. TRAX data transfers involve the manual entry of all marks into Turbo-Trax for transmission to the Ministry.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

School policies and procedures are described in the Student and Parent Handbook. These documents articulate policies and procedures related to admissions, parent appeals, student discipline and academic requirements. A Staff Handbook deals with policies related to supervision, safety and emergency procedures, teacher duties, professional practice and assessment and Inspection.

The Staff Handbook describes the scope of teacher evaluations. Teachers are subject to an annual review of their teaching performance. Evaluations, conducted by the school principal include a review of course overviews and reflect both informal and formal classroom visits. Student surveys are completed and discussed with staff to improve the effectiveness of daily instruction.

The Inspection Team commends the school for the efforts to enhance classroom instruction by involving students in a regular survey.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

Courses listed on the timetable indicate sufficient time has been allocated to meet the ministry requirements. The team confirms that the BC program at CWS No. 22 meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The Inspection Team commends the school for the wide variety of Canadian cultural extra-curricular activities that are being provided for the students.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

CSW No. 22 offers only the Graduation Program (Grades 10 – 12).

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.*

CSW No. 22 has developed a program that will enable most students to satisfy the British Columbia graduation requirements over a three period. Credits are attained through completion of a required number of core and elective courses.

All courses are offered on a linear basis. Courses offered include English 10, 11, 12 and Communications 12, Socials 10, 11 and History 12, Principles of Math 10, 11, 12 and Calculus 12, Science 10, Biology 12, Chemistry 11, 12, and Physics 11, 12. Planning 10 is offered at the Grade 10 level and Grad Transitions at Grade 12.

Exempted courses for credit include Music 10, 11, and 12, Chinese History, and Geography. Equivalency has been provided for Mandarin 10, 11, 12.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*

Course overviews have been prepared for all courses within the BC Graduation Program. A variety of formats are being used; some more directly in line with Ministry of Education guidelines than others. The School is encouraged to continue working towards developing a standard and uniform overview format that includes sufficient detail in the areas of classroom strategies, specific reference to assessment and achievement indicators and specific linkage to PLO numbers.

- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

CSW No. 22 offers only the Graduation Program (Grades 10 – 12).

- 23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
 - (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) *that includes the Provincial Examinations, and*
 - (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

With reference to classroom observations and consideration of the achievement indicators identified in the course overviews the Inspection Team confirms that teachers are providing ongoing and meaningful student assessment. Teachers use a variety of assessment tools including oral and written reports, journal writing, rubrics, quizzes and tests to assess student progress in achieving intellectual, human, social and career development. Results are communicated to parents at parent meetings and through regular reports.

Students will write Provincial e-exams in English 10, Math 10, Science 10, Social Studies 11 and English/Com 12 as scheduled through the school year. Students and teachers are familiar with the requirements of the electronic format. BC teachers supervise exams and will be marking the required components according to the Ministry requirements.

- 24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British*

Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.

Formal report cards are issued three times a year and are printed in Mandarin and English. All courses and components of the Graduation program are reported on. The report card includes letter grades and percentages that follow BC specifications. A record of attendance and anecdotal comments are provided for each reporting session.

The school holds parent-teacher conferences after each reporting period. Parents living within the Wenzhou area are encouraged to attend parent teacher interviews. A Chinese translator is available to teachers.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms.

Permanent student records (1704) are kept in the administration office in a locked file cabinet. The permanent student records (1704) are also stored electronically and the Inspection Team has been assured that these files are backed up. The principal and his assistant are responsible for maintaining and updating the student records.

Student files are well maintained and include student registration forms and demographic data, health related information, some report cards and the consent form, signed by parents, for the collection, use and disclosure of personal information (PIPA).

The school has an administrative assistant who, under the supervision of the Principal, manages the affairs of the office, including the organization and maintenance of school files.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Inspection Team noted that teacher evaluations are in progress and have been filed in teacher files.

A Principal evaluation policy was available that outlines the Inspection process to be followed. The Inspection is to be completed by the BC agent.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will*

include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

The Inspection Team has inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, certified teachers, and student academic achievement. All items have been inspected to determine if the school meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

The School is offering a BC program that meets the requirements of the Offshore Agreement.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The school has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program.

The Authority has confirmed the commitment to assist students in securing Canadian Study Permits for graduates. Support staff will be in place to assist students with this.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team thanks the Authority, school administration, and staff for the cooperation received during the time of the inspection and commends CSW No. 22 for the continued progress made in developing the BC program this past school year. Specifically it commends the school for:

- ✓ the efforts that have been made since the last provincial exams in English to enhance English language acquisition.
- ✓ the BC principal for the development of a respectful, productive, and collaborative relationship with the Chinese support staff and the administration of Wenzhou No. 22 Senior Middle School.

- ✓ the BC agent for his close involvement with the school and the level of support provided.
- ✓ the efforts to enhance classroom instruction by involving students in a regular survey.
- ✓ the variety of Canadian cultural extra-curricular activities that are being provided for the students.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 or as otherwise stated, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- ✓ Update and review the website to ensure it contains required information in Chinese and English.
- ✓ Confirm by January 6th 2012, that the certification for the teacher, whose membership has expired, identified in Appendix A, has been completed by the British Columbia College of Teachers.
- ✓ Address the English 12 mark discrepancy via a thorough review which should include such items as admissions standards, development of appropriate benchmarks, an extended or enhanced grade 10 program, etc..
- ✓ Continue to provide specific English language acquisition interventions.
- ✓ Explore the expanded use of technology in teaching and learning and, in cooperation with the Chinese administration, develop a long range technology plan.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations, to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Canadian Secondary Wenzhou No. 22 School be recognized as a British Columbia Certified Program.

Appendix A
Teacher Certification and Criminal Records Check
Canadian Secondary Wenzhou No. 22 School

Teacher whose membership has expired and is waiting for College of Teacher certification:

S. 22

Certification Status Inspection Report

BRITISH COLUMBIA PROGRAM

at

British Columbia Canadian International School
Cairo, Egypt
October 17 and 18, 2012

A. INTRODUCTION

On October 17 and 18, 2012, a Certification Inspection was completed on British Columbia Canadian International School (BCCIS) in Cairo, Egypt, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *Offshore School British Columbia Program Certification Status Agreement*. The inspection team (the Team), appointed by the Director of International Education, British Columbia Ministry of Education (the Director) in accordance with the *Offshore School British Columbia Certification Status Agreement* (the Agreement), consisted of Mr. John Crawford and Mr. Ed Noot (Chair).

The School's BC Program has an enrolment of 433 students in Kindergarten – Grade 12.

During its visit to the School, the Team reviewed all 28 standards required in the *Offshore School British Columbia Program Certification Status Agreement*, and met with the School's Authority, Offshore Representative, BC Principal, BC Vice-Principal and BC Teachers.

The Authority, British Columbia Canadian International School, is responsible for the BC Program along with an early childhood education pre-school program (for 3 and 4 year olds). Under agreement with the Egyptian MoE students at BCCIS receive instruction in Arabic and Islamic Studies from Grades K – 12 and Egyptian Social Studies from Grades 4 – 11. This instruction is over and above the time allotted for the complete BC Program.

The School's primary focus is to provide an excellent academic program based on the philosophy, foundations and curriculum of the BC MoE to Egyptian National and Expatriate students.

The Team would like to thank British Columbia Canadian International School for its hospitality, cooperation and preparedness for the inspection visit.

B. INSPECTION ACCORDING TO BRITISH COLUMBIA OFFSHORE PROGRAM STANDARDS

The following reflects British Columbia Canadian International School's compliance standing with the following standards/requirements of BC Offshore School Program certification. The actual requirement (as printed in the "Offshore School British Columbia Program Certification Status Agreement: Appendix to Schedule A" is printed below in *bold italics* with the Team's observations underneath each requirement.

- 1. The Authority seeking certification or to maintain certification under the BC Program must be a legal entity with the required powers and capacity to carry out the Authority's obligations under the Agreements.***
- 2. The Authority, subject to the prior written approval from the Province, must:***
 - (a) Operate the School in accordance with the laws of the country, province, and city where it is located; and***
 - (b) Provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) Received verification from the Province that Candidate Status has been granted dated in the current school year or in the immediately preceding school year; or that Certification has been granted for the current school year.***

British Columbia, Canada (the Province) informed the Team that the School holds appropriate provincial verification for this certification inspection to take place, and that the Province has not received communication from any level of government with jurisdiction over the area in which the School is located indicating that there may be compliance related issues. Documents provided to the Team in this respect were reviewed and found in order.

The BC MoE did not schedule an inspection trip to Cario during the last school year so it has been two years since an inspection took place. In that time the School has continued to grow and progress, in spite of challenging local events. The student and teacher populations have grown, new educational resources have been acquired, new learning support initiatives have been developed (support room, opportunity room and a study skills course) and playground equipment has been upgraded and expanded.

The School is currently certified to June 30, 2013 under the MoE certificate #10396778.

- 3. The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located.***

The Province may request such verification documentation at any time during the term of the Agreement.

The Province informed the Team that the School has demonstrated compliance with this requirement.

The Team noted and commends the Authority's strong understanding of and support for the BC Program. The Authority has embraced the vision of the BC Program and strategically and proactively supports the development of this vision at BCCIS.

- 4. The Authority must appoint an individual to act as Offshore Representative for the Authority. This individual must be confirmed by the Province and must meet all the requirements set out in Paragraph 5 of the Agreement.***

The Authority has contracted with Ms. Margaret Compo to act as the Offshore Representative. Ms. Compo meets all of the requirements outlined in Paragraph 5 of the Agreement.

The Team suggests that a copy of the Offshore Representative's teaching certificate and current membership status are kept on file at the School.

- 5. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The School is situated on a 3.8 acre property and is fully fenced and gated. The impressive three storey main building has dedicated elementary and secondary wings. There is also a Pre-school and a nursery facility housed in an adjacent building. The School has 26 classrooms (including two science labs) as well as Art and Band rooms, three computer labs, a French language room, and a library. The School also has a cafeteria and gym along with outdoor tennis courts, a regulation size soccer field, and a swimming pool. There is a running track around the secondary playing field. There are numerous admin offices and a parent waiting room.

The inspection catalogue indicates that School facilities are in compliance with all local building, zoning and health regulations and that safety procedures are in place, rehearsed and reviewed.

The Team affirms that the facilities, equipment and resources are well in place to support the BC Program.

- 6. The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.***

The Authority provided the inspection catalogue as required. The School reports that the required provincial data submissions have been or will soon be completed (1701 and I 2001) and that PEN numbers have been requested and assigned to students. The School is utilizing Maplewood Administration Software.

- 7. The Authority's Certified British Columbia Program, Student accommodation, facilities, student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.**

The School has developed two excellent handbooks; one for staff and the other for parents/students. The handbooks are clear and comprehensive and contain all required information for members of the school community.

The School's website is comprehensive and accurate. The information contained on the website and in promotional materials is consistent with the School's current status under *the Agreement*.

- 8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.**

The School provides the entire BC Program in English with the exception of Arabic 10 and 11, which are being taught by locally certified teachers. The School has developed these courses as BAA courses but was unaware of the need to acquire an exemption. **The School will be required to obtain proper exemptions for these courses under sections 4 and 5 of the Appendix to Schedule A of the Certification Agreement.**

- 9. The Authority must verify that all students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.**

The School uses a combination of informal, interview type assessment and more formalized written assessment with a shift of emphasis towards the formal as students enter the higher grades. The Team reviewed examples of the writing, reading comprehension and math exams for entrance to the elementary and intermediate

grades and confirms their relevance to the BC Program. The majority of elementary students are assessed and promoted as per the process in any BC school.

At the high school level, the majority of students enter from the School's Grade Nine program. New students are assessed using an exam comprised of questions assessing reading comprehension and writing capability. All questions are from BC Ministry provincial exams. The math exam is the Grade 9 BC final from the previous year. Science teaching is unique to Egypt and as such is not included in the assessment process.

English language competency is assessed by fully qualified BC teachers under careful supervision of the administration.

10. *The Authority must provide evidence of additional ELL support for students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

ELL support is requested through classroom teacher referral. Teaching assistants help in class and particularly where a specific learning difficulty is evident. Those students struggling with English are referred to dedicated support assistants who work through the relevant curriculum as a means of improving English language capability and subject specific learning.

The School has three autistic students supported by designated Teaching Assistants. The cost of this specialized assistance is borne by the parents.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.*

Educational Resources:

The School offers a rich variety of learning resources from manipulatives to standardized textbooks. Despite the high cost of importing texts and equipment in Egypt, the School is committed to maintain relevant learning resources.

School Library:

The School library is a vibrant center of learning. The English collection consists of fiction (3917 volumes), non-fiction (2367 volumes), Young Adult Fiction (1059 volumes), reference (82 volumes) and teacher resources (461 volumes). The Library is serviced by the *Alexandria* automated computer system.

Elementary classes are scheduled for one class per week. Kindergarten to Grade 3 students enjoys story time and book selection. Grade 4 -7 students choose their own books from a rich choice of fiction and non-fiction materials.

Senior students access the library on an 'as needed' basis but the Librarian and staff encourage visits and the fact that so many students stay in the School long term has added to the Library's popularity. The Library is building its collection of resources for 'reluctant readers' at all levels.

Instructional Use of Technology:

There are three computer labs in the School housing 72 computers. Each teacher has a PC in their classroom (26 computers) and there is at least one in every administrative office.

Internet is available throughout the School and the School is working through some access difficulties to be able to offer wireless in all areas. Students are encouraged to bring their own computers but the School exercises careful control by 'locking down' inappropriate sites and implementing a mobile/cell phone 'no use' policy during the school day.

Elementary classes learn keyboarding skills in the labs and all students are encouraged to use computers and the internet for research and presentations. Secondary staff model technology use through use of LCD projectors in each classroom. The Team found BCCIS students to be highly computer literate and the School is endeavouring to keep pace with technological advancements by exploring the integration of tablets into the School.

Development Plans: Library and Technology:

The Library has a 'temporary' wall which can be removed to essentially double the space. The Grade 5 classroom on the other side is scheduled for a move so the possibility of expanding the library is being considered. The present Librarian has definite plans to grow and diversify the center but this is her last year at the School.

The School recognizes the importance of technological competency amongst its student body. As mentioned, tablets are being integrated into classes and the school is moving to microwave access to allow wireless capability throughout the school.

- 12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program holds a British Columbia Certificate of Qualification, has experience working in a Superintendent, Principal or Vice-Principal level, and has a minimum of three years of teaching experience in a school, preferably in British Columbia. The Principal must be delegated the necessary authority to fulfill the functions and duties set out in Paragraph 1.01(1)(b) of the Agreement for which the Principal is responsible.***

The Principal holds a current Certificate of Qualification issued under the Teaching Profession Act. She is in her sixth year at this school and has been given 100% administrative time to manage the daily operations of the school. She is supported by a Vice-Principal (plans are in place to hire a second Vice-Principal next year) and by two

Arabic Department Heads. The Principal has over 30 years of experience both as a teacher and an administrator and the Team confirms that she has been granted the necessary authority to fulfill the functions and duties as set out in paragraph 1.01 of *the Agreement*.

The Principal meets with the administrative staff and the Authority on a regular basis to discuss and develop the British Columbia and Arabic programs. The Team noted that that School has assembled a strong leadership team including the Authority, the BC Principal, BC Vice-Principal and the Offshore Representative.

13. *The Authority must, with respect to the Principal, all British Columbia Certified Teachers and person holding a Letter of Authorization, conduct appropriate background checks as required to ensure good character and fitness to be a teacher.*

By virtue of certification (or a Letter of Permission) through the Teacher Regulation Branch of the MoE, the Principal and all teachers have consented to appropriate background checks to ensure good character and fitness for the teaching profession. The School has local background checks on file for educational assistants and Arabic teaching staff. The Team suggests that translated copies of these documents are kept on file.

14. *The Authority must employ only Authorized Persons to teach in the Certified British Columbia Graduation Program, except as set out in the Appendix to this Schedule. The Authority must employ only Authorized persons to teach in the Certified British Columbia K-9 program except for course for which the Province has granted an exemption in writing.*

The School employs 32 full-time teachers in the BC program. Currently, the School offers no courses for which exemptions have been granted by the BC MoE. 31 teachers have valid Certificates of Qualification issued under the Teacher Regulation Branch of the BC MoE, while the remaining teacher has a Letter of Permission issued by the TRB, which is valid for this year. As noted above, the School will seek exemption for offering Arabic 10 and 11. The Team confirms that these courses are taught by locally certified teachers.

Staff files were found to be well organized and contain all required documentation. Including newly issued consent forms for the collection, use and disclosure of personal information and teacher evaluations, where applicable.

The Team appreciated the School's understanding of the importance of having all teachers certified prior to the beginning of the school year. The School has clear procedures in place to ensure ongoing compliance in this area.

The team noted that while there are 14 new staff this year and a total of 27 in the past two years, there are also several who have been here from 3 – 6 years. The team is

encouraged with the level of staff continuity achieved given some challenging local events.

- 15. The Authority must ensure that only Authorized Persons plan, evaluate and provide instruction to students enrolled in a Certified British Columbia Program, and prepare and provide all reports sent out to parents or legal guardians of students on the progress of those students, unless otherwise approved by the Province.**

The Team confirms that all planning, provision of instruction, evaluation and reporting to parents or legal guardians is carried out by BC certified teachers or in the case of the approved exemptions by the locally certified teachers.

Provision for the reporting to parents is covered in section 24 of this report.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:**
- (a) hours of work,**
 - (b) the duties of the British Columbia Certified Teacher,**
 - (c) the teaching assignment,**
 - (d) accommodation provided or available,**
 - (e) length of school day,**
 - (f) length of School Year,**
 - (g) salary and benefits,**
 - (h) travel arrangements,**
 - (i) medical expenses,**
 - (j) applicable work permits.**

A review of the contract indicates that the terms and conditions of employment at BCCIS have been clearly laid out and agreed upon by all the current teachers. The contract is comprehensive and competitive and addresses all areas required by *the Agreement*.

A comprehensive staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspect of this transition. Accommodation for teachers is organized by the school Authority and includes school sponsored apartments with teachers living geographically close together. The School provides daily transportation for staff members.

Staff files contain the required documentation, including signed consent forms relating to the Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Province. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

BCCIS utilizes Maplewood administrative software to comply with the Ministry's connectivity requirements and transfer of student and teacher registration data and electronic-exam registration and delivery. The School has a robust back-up system and this administrative responsibility is carefully controlled and monitored by the Principal.

The Province informed the Team that it has no compliance-related issues with the School regarding this standard.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified BC Program, as the case may be, and for the Principal.**

The School has developed staff and student/parent handbooks outlining expectations with respect to daily operations. The handbooks are well organized and comprehensive, addressing all required areas of policy and more. The Team was pleased to note fully developed emergency, fire and evacuation plans for the school, which are reviewed and rehearsed regularly. All required policies are outlined in sufficient detail.

Internal communication between admin and teachers is ongoing and effective. The school also communicates regularly and effectively with parents.

- 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.**

The School calendar indicates instructional hours well in excess (933 hours) of those required. These hours do not include time for Arabic or breaks. The Team confirms that the School meets the subject, instructional time, and learning outcomes set out in

Sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order under the Independent School Act, and enactments referred to in that order as such are applicable to the class of certification held by BCCIS.

20. The Authority must ensure that it provides to all students enrolled in its Certified British Columbia K-9 Program an educational program that meets the requirements set out in Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

The October 2012 inspection process took place over two days and during that time the Team observed every BC classroom teacher. The Team is satisfied that BCCIS offers a K-9 program consistent with the expectations and requirements of Section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.

At all levels, Kindergarten through Grade 9, the Inspection Team noted:

- clear reference to daily expectations that were written on the board and reviewed orally at the beginning of each lesson;
- engaging classrooms; well-appointed, stimulating and instructive; and,
- carefully articulated and consistent daily lesson planning as evidenced in teacher day books listing the content for the lesson, linkage to BC Prescribed Learning Outcomes, the resources to be used and in most cases, an assessment instrument to determine the success of the lesson.

Primary Program (K-3):

Thorough planning is complemented by sound pedagogy; happy and positive teachers, a variety of resources consistent with the needs of each age group, innovative teaching such as integrating music with French language learning. French is offered beginning in Grade 2 and PE is offered by classroom teachers both in the gym and outside.

The Team can confirm that Primary lessons are taught as per BC curriculum IRP's and that Performance Standards in reading, writing and numeracy are used as instructional and assessment tools.

Intermediate Program (Grades 4-9):

The attributes of the Primary Program continue seamlessly into the Intermediate Grades with expectations and content increasing consistent with the age of the students and the requirements of the BC curriculum. Grade 8/9 students receive physical education with specialist PE instructors available to supplement classroom activities. IT specialists teach at Grades 8/9.

The Team concludes with confidence that the elementary/intermediate program prepares students well for the transition to high school. Most notably, English language acquisition is cumulative over the years and competency in achieving BC learning outcomes is clearly evident.

21. The Authority must provide to all students enrolled in its Certified British Columbia Graduation Program a Graduation Program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act.

BCCIS offers a graduation program that will enable students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. BCCIS offers four credits of: Eng. 10, 11, 12, Social Studies 10,11, History 10, AP History 12, Foundations of Math and PreCalculus 10, PreCalculus Math 11, Foundations of Math 11, PreCalculus Math 12, Science 10, Biology 11, 12, Chemistry 11,12, Physics 11,12, Physical Education 10, 11, Planning 10, Fine Arts and/or Applied Skills 10, 11, or 12, Foundations of Art 11, 12 (two credits of IT 10 and Art Foundations 10), ITCX 11, Marketing 11. As well, student electives include Economics 12, AP Economics 12.

BCCIS offers two Ministry approved courses; Futures 11 and Global Studies 12 and are awaiting approval on Arabic 10 and 11.

Note: The Inspection Team was on-site and was able to interact with students at all levels. The Team noted a systematic quantitative and qualitative improvement in English language acquisition across grades. Younger children were eager to converse and made themselves well understood. Older students exhibited a high level of understanding in English as witnessed in writing and reading assignments in senior English classes and oral fluency and comprehension displayed in Drama 12.

22. The Authority must:

(a) provide a course overview for each course in the Certified British Colombia Program accredited towards the British Columbia Certificate of Graduation that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and

As indicated above (20.) teachers consistently and thoroughly align their lesson plans with the required BC content even to the extent of listing BC PLOs in their day books. The administration attends seriously to this requirement and produced course overview for each grade and subject which carefully articulated BC curriculum learning outcomes.

(b) ensure that no significant discrepancies between school grades and provincial exams results occur; and

The Team confirms that this area receives due attention from the School. Results are carefully reviewed and a plan of action put in place to address any significant discrepancy. BCCIS has maintained a record of relatively strong exam performance over the past number of years. During this inspection two courses displayed a discrepancy requiring attention; Math 10 and Social Studies 11. The School is

attending to the teaching of these courses through classroom supervision and professional development strategies.

(c) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing, and numeracy as an assessment tool for students in Kindergarten to Grade 9 of the Certified British Columbia Program.

The School dedicates a professional development session to BC Performance Standards and their integration into teaching and assessment. Criterion referenced assessment is used in all classes with rubrics exhibiting a strong dependency on the performance standards for that subject.

23. The Authority must ensure that all students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the direction of the Province, in Provincial Examinations for all courses that the Provincially examinable under the School Act, unless exempted by the Province in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program.

(a) that demonstrates student progress in achieving intellectual, human, social, and career development,

(b) that includes the Provincial Examinations, and

(c) that demonstrates that all the students are taught in accordance with this Schedule.

As detailed in other areas of this report, all BC certified teachers adhere to and demonstrate a strict adherence to the BC curriculum learning outcomes in their planning and teaching. The Team was impressed at the consistent linking of BC PLOs with each day and each lesson. This process carries through to assessment practices. This is most evident through the practice of duplicating the format of BC Provincial exams throughout the year with focused attention to online and paper practice in May of each year.

Administration secures the exams and locally marked exams are double blind marked to insure accuracy. The School verifies and the Team confirms that the School rigorously prepares students for success on BC Provincial exams and that they are taught in accordance with Schedule A of the Certification Status Agreement.

24. The Authority must provide a student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on student

achievement and how this information is shared with parents or legal guardians.

At the primary level there are monthly progress reports for Kindergarten and School Connect Ed for Grades 1-3. There are three formal reports using Report Writer, two parent teacher meetings (after the first and third report), and regular informal meeting/email/telephone communication between parents and school. A communication book serves as a daily reference for parents.

From grade 4 to 12 there are four reporting periods. There are parent meetings after the first and third report. Parents have access to student progress online. A combination of observation/portfolios/ and criterion referenced standards are the basis of student assessment. The intermediate and secondary report card is generated from the Maplewood Program.

The Team examined student reporting documents and confirms their adherence to BC standards.

25. The Authority must maintain Student Records for each student enrolled in a Certified British Columbia Program.

Student files are kept in locked cabinets in a locked office in the administrative wing. The files are well maintained and contain all necessary documentation, including PR cards with PEN numbers. Student data is located on a web-based system through Maplewood which provides the necessary backup of this critical data. The Team shared with the School the newly developed 'consent form for collection, use and disclosure of personal information by a BC Offshore School Program'. The School is required to update their student records using this new form.

26. The Authority must have in place policies for evaluations of Authorized Persons and evidence of completed evaluations placed in Authorized Persons' files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site Authorized Persons must also include copies of British Columbia Certificate of Qualification or Letter of Permission, as applicable, satisfactory criminal record check documents and copies of contracts of employment between the Authority and Authorized Persons.

The School has well developed policies and procedures in place for evaluations of both teachers and administrators. The policy calls for a balance of formative and summative evaluation which leads to annual professional growth plans. The policy is being implemented on a consistent basis as per evidence in the staff files.

Staff files are well organized and include copies of certification, contracts, freedom of information consent forms, evaluations, professional growth plans and resumes. These files are securely stored in an admin office.

27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

In conducting the Certificate Status inspection of BC Canadian International School in Cairo, the Team toured facilities, grounds and buildings, and reviewed records, administration, operations, teachers' certificates and student achievement. Notwithstanding the requirements as outlined below, the School is offering a BC program that meets, and in many cases exceeds, the requirements of the Offshore Agreement. The School is offering the entire BC Program from K – 12 and they strategically seek to enhance the program in any way possible.

The Team is entirely satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all students when they enrol in the Graduation Program, keep the signed form in each student's Student Record and notify the Director in respect of when these forms are in the files.

The Province informed the Team that it has letters on file that indicate the Authority's compliance with the requirements specified in Standard #28. The School continues to refine their strategies in connecting with post-secondary institutions and facilitating the admission of BCCIS students.

The consent to collect, use and disclose personal information will be updated as outlined in section 25 of this report.

C. PROMISING PRACTICES, REQUIREMENTS AND SUGGESTIONS

Promising Practices

The Inspection Team wishes to recognize the Authority, Principal and staff of British Columbia Canadian International School for:

- the Authority's strong understanding of and support for the BC Program - the Authority has embraced the vision of the BC Program and strategically and proactively supports the development of this vision at BCCIS;
- assembling a strong leadership team including the authority, the BC Principal, BC Vice-Principal and the Offshore Representative;
- achieving a positive degree of staff continuity in spite of some challenging local events; and,
- achieving a systematic quantitative and qualitative improvement in English language acquisition across grades.

Requirements

In order to meet the requirements of the *Offshore School British Columbia Program Candidate/Certification Status Agreement*, the Team requires that by November 30, 2012, the Authority provide the Director of International Education, responsible for BC offshore school programs, with a plan and timeline for proposed implementation of the following items:

- to obtain exemptions for Arabic 10 and 11 under *sections 4 and 5 of the Appendix to Schedule A of the Certification Agreement*; and,
- to update student records in accordance with the newly developed consent form for permission to collect, use and disclose personal information.

Suggestions

The Inspection Team encourages the Authority and School to consider:

- having a copy of the Offshore Representative's teaching certificate and current membership status on file at the School; and,
- translating local police background checks before they are filed.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at British Columbia Canadian International School in Cairo (certification # 10396778) continues to be recognized as a British Columbia Certified Program.



International Education Branch

Telephone: (250) 356-1404

Inspection Report

**REPORT COVER SHEET
2012/2013**

A. School Information

NAME OF SCHOOL British Columbia Canadian International School	
ADDRESS OF SCHOOL PO box 98	SCHOOL MINISTRY CODE (if applicable) 10396778
CITY Cairo, Egypt	POSTAL CODE 11519
NAME OF AUTHORITY British Columbia Canadian International School	

B. Type of inspection:

- ☐ Candidate Status
- ☐ Certification Status

C. All Inspection Team members agree to the contents of this report:

(The Inspection Team has been appointed by the Director of International Education to prepare this report in accordance with Schedule A of the Agreement.)

Name(s)

Signature(s)

Mr. John Crawford

Mr. Edward Noot

Date of Inspection Visit:

October 17 & 18, 2012

Certification Status Inspection Report

Jiaxing Grand Canadian Academy

**Tongxiang, Zhejiang Province
People's Republic of China**

November 21 - 22, 2011

A. INTRODUCTION

On November 21 and 22, 2011, a Certification Status Inspection was completed on Jiaxing Grand Canadian Academy (JGCA or the School) in Tongxiang, Zhejiang Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* (the Agreement) had been met. The inspection team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mr. Chris Blesch and Mr. Ed Noot (chair).

The British Columbia (BC) Program at JGCA has an enrolment of 96 students, in Grades 10-12. There are 53 students in Grade 10, 27 in Grade 11 and 16 in Grade 12. Approximately 80% of the students live in the dormitories with the balance commuting daily from the surrounding communities.

The Authority, Grand Canadian Academy (Asia) Ltd., is responsible for the BC Program. The school is located on the campus of Maodun High School (MHS). Under a Memorandum of Understanding MHS operates the Chinese Program.

The Team met with the Authority, the Chinese Vice-Principal, the BC Principal, the BC teachers and a number of the students.

The BC Agent could not be present during the inspection, but the President of Grand Canadian Academy (Asia) Ltd., was present during the visit and provided information and assistance to the Team.

The Team were introduced to the staff prior to the evaluation on the first morning and reported out to the administration and staff at the end of the second day. The Team toured the facilities, observed classes in operation and reviewed the relevant school documents.

The Team would like to thank JGCA for their hospitality and preparedness for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country,*

- province, and city where it is located, for a minimum of six months prior to applying for Certification,*
- (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

Documentation is on file showing the school was started in September, 2005. In May 2006 the school received Certification Status from the BC Ministry of Education.

JGCA holds BC Certification Status from the Province of British Columbia. The most recent certificate (#10396775) is valid through June 30, 2012.

- 2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

In August 2005, the Ministry of Education of the People's Republic of China granted approval for the "Operation of Chinese-Foreign Cooperatively run Educational Projects in the People's Republic of China" to MHS and the predecessor of the Grand Canadian Academy (Asia) Ltd. On file is a translated letter, dated March 2, 2007, from the Tongxiang Educational Bureau authorizing the operation of a BC Certified High School Program in Conjunction with Maodun High School.

- 3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has contracted the services of Mr. Brian Fichter as the BC Agent. The Province has approved him for this role. The BC Agent meets all of the requirements set out in paragraph 5 of the Agreement.

- 4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

JGCA occupies space on the campus of Maodun High School which is situated in central Tongxiang, under the terms an MOU signed between MHS and the Authority March 18, 2005. The enrolment of MHS is over 3000 students. The campus has four classroom buildings, a gymnasium, five dormitory buildings, a cafeteria and an administration building. Sports facilities include a full size field, an all-weather track and outdoor basketball, tennis and volleyball courts. The gymnasium, in addition to an outside play area, includes an area for table tennis and a dance studio. MHS recently opened an impressive new Fine Arts Center which includes art classrooms and a modern auditorium with audience seating for 1200.

JGCA is located primarily on the 5th and 6th floors of Building One. The computer lab, teachers' office, an administration office and five classrooms are on the 6th floor and the Principal's office, library and a classroom on the 5th floor. The school has adequate access to the science labs in Building 2 and to the gymnasium and sports fields.

The Team concluded the facilities and equipment are entirely suitable for the delivery of the BC Graduation Program.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a completed Inspection Catalogue as required. The Team confirmed with the Principal that the 1701 report had been satisfactorily received by the BC Ministry of Education and I-2001 forms were submitted. The Principal indicated that TRAX data has not yet been submitted, but is being worked on by her and the Administrative Assistant.

Recommendation: That the Authority provide the necessary support for new BC Principal and new BC Program Administrative Assistant to ensure that TRAX data can be properly entered and submitted to the BC MOE.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team reviewed printed promotional materials that advertise the school and its programs. These materials accurately reflect the school's educational and instructional offerings, as well as administrative items such as tuition refunds (the refund policy is set by the MHS and the Tongxiang Education Bureau) student permit applications, etc. The promotional brochures, pamphlets and booklets are attractively published in both English and Chinese and are easy to read. The Team finds no discrepancy between the printed advertising materials and the actual programs offered.

The website www.gcainhighschool.ca for the Grand Canadian Academy schools in China has been updated, but the Team was unable to access this site in English during the on-site inspection.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC Program, student registration and inspection costs have been paid by the Authority as required.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Team confirms that all courses in Grades 10, 11 and 12 are taught in English with the exception of Mandarin 10, 11, 12 and PE 10, 11. The School has written approval on file, dated November 7, 2011, indicating exempt status (as per the terms of the Agreement) for these courses. The Principal oversees the exempted courses and course overviews have been developed.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply to enter JCGA will be considered for admission if they have reached a required level in their Chinese program. Those who are at this level are then required to write an English Language Assessment, administered by the BC Principal, which has components of listening, reading, comprehension, writing and oral skills. Students are required to obtain at least 60% on this test to be admitted to the school. The team noted that school has raised this entrance requirement from 50% in the past. This year a few students were admitted, at the request of MHS, who did not meet both sets of requirements.

The School is commended for raising the bar on this entrance exam in an effort to admit students who can meet the demands of the BC Program.

The Team is encouraged to see an increase in the grade 10 enrolment at JGCA. The School is encouraged to continue to develop policies and procedures to ensure that all students admitted to the program have the prerequisite skills necessary to meet the academic demands of the BC program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

JCGA employs a certified ESL specialist who works with the grade 10 students twice a week for a total of one hour to improve their oral skills. He also joins them for an 80 minute Planning 10 class. Grade 11 students receive one hour of instruction to strengthen their oral communication. Grade 12 students receive four 40 minute blocks each week during which they focus on oral and listening components of English with the class on Friday being devoted to the students making oral presentations and speeches. Also, the ESL teacher joins various classes throughout the week to give additional support to students that require it. Chinese certified MHS English teachers also work with the students but their focus is on grammar and building vocabulary. Chinese classes in Math and Science parallel many of the topics being taught in the

BC program which helps the students to be able to focus more on the language aspects of the classes taught in English.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team confirmed that every student is provided the appropriate text based resources for the BC curriculum requirements in each class. Students are also using the textbook accompanying “Student Workbooks” in Science and Math. The Team also noted that teachers were using the large screen TV’s and computer resources for student presentations. Students all were seen to be using translation devices when working on new material.

The Team also found that the school has employed full time library help, however, the collection remains small and seemingly underutilized. The School is encouraged to find ways to increase both the volume of material available and student usage.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The School has experienced extenuating circumstances with respect to their principal in last 6 months. A mid-summer resignation led to a late summer hiring. The new Principal,

S. 22

S. 22 A new search was initiated and a promising new applicant was secured. She arrived in late September and has been handling administrative duties since that time. She is adjusting well to the position and enjoys life in China, but the learning curve is admittedly steep. **The Principal and new Administrative Assistant are commended for effectively transitioning into their new roles.**

The Principal is appropriately certified through the OIIS, although certification was only recently received. The Team encourages the Authority to take all reasonable steps to ensure that BC Principals are appointed in a timely manner and that certification for said persons is in place before they take on duties at JCGA.

As noted above, the Principal is in her first year at the school. She has been given 100% administrative time to manage the daily administrative operations of the school.

The Principal is new to administration, but is an experienced educator with ten years of experience in Canadian and international schools. She oversees the BC Program at JGCA and is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education. In her present role she is supported by an Administrative Assistant, an International Program Director and a Chinese Vice-Principal.

The BC Principal meets regularly with the Chinese Vice-Principal to discuss the British Columbia and Chinese programs, student life, maintenance and other related issues. The Team noted that while these discussions occur regularly and openly, they do not always lead to resolution of the issues at hand. The success of the BC Offshore Program is largely contingent on an open, mutually supportive and constructive working relationship between Chinese and BC administrative staff. A strong spirit of collegiality is required to allow the BC Program to flourish. The Team is satisfied that a spirit of collegiality between the current administrators exists and encourages all program administrators to continue to find creative ways to work together to enhance the BC Program.

A thorough job description is in place as is a procedural outline for Principal evaluation. The BC Principal has been delegated the necessary authority and time to fulfill the functions and duties set out in the Agreement.

13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All six teachers, including the Principal, working within the BC Program have current criminal record checks on file. A letter on file from The MHS authority states that the teachers teaching in the Chinese program of JGCA meet the conduct requirements for teachers in the People's Republic of China.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the Appendix to this Schedule.*

There are six teachers, including the Principal, responsible for delivering the BC Graduation Program. All teachers hold valid BC teacher certification, two with the BCCT and four with the OIIS. The school also employs three locally certified teachers. Translated copies of local certification are on file at the school.

Mandarin 10, 11 & 12, and PE 10 & 11 are included for credit within the BC Program and are taught by locally certified teachers. The locally certified teachers provide instruction under the supervision of the BC principal. The Team verified that these courses have been accepted by the Ministry as exempted courses and that appropriate course overviews are in place.

The Team viewed translated copies verifying local certification for these teachers.

The Team noted that the Physics teacher's certificate is currently restricted to Math and Computer Education. The teacher has applied to the OIS for an evaluation of his teaching credentials with a view to including Physics.

Recommendation: That the School inform the OIS upon receiving an updated teacher's certificate authorizing the teaching of Physics, no later than February 15, 2012.

The School added four new teachers this year and two the previous year. The Team held an open dialogue with the Authority about the level of staff turnover at the School and brainstormed some possible ways to mitigate this. The Authority is well aware of the advantages of maintaining a higher level of staff continuity.

An orientation to living in China, the offshore program and teaching second language learners is provided to staff upon arrival in China.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

JGCA offers only the Graduation Program (Grades 10 – 12).

- 15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team verifies that all planning, assessment of and reporting on students in the BC program is conducted by BC certified teachers. Planning documents confirmed that assessment is done according to BC standards; however, some course overviews indicate a limited scope of assessment practices.

Recommendation: That the teaching staff at JGCA continue to implement planning and assessment strategies as outlined in current Ministry IRPs.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*
 - A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *an estimate of the cost of living in the area where the School is located;*

- (f) *length of school day,*
- (g) *length of school year,*
- (h) *salary and benefits, and*
- (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.)*

The contract offered to teachers by the Authority is competitive and comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract and in the staff handbook. The staff handbook also outlines routines and expectations of teachers.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition.

Staff files contain all of the required documentation. The Team confirms that the School complies with *Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186* by having signed written consent for each staff member and student enrolled in the BC Program.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The computer lab has just been updated with 28 new Dell computers. Students have regular access to the lab as it is dedicated to and located on the same floor as the 5 classes of JGCA. The previous report noted that laptops were in use for the Grade 12 students but they are currently not in use. The Principal is currently working on new policies for laptop use in the classroom. There is a wireless network available to students when the new policy is implemented.

The school office uses the Harts Windsor program for administrative purposes. The School is able to transfer all necessary data; 1701, 1704, TRAX data and e-exam registration and BC teacher registration data, although as noted in section 5 above, TRAX data for the current year has yet to be submitted.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has a student/parent handbook that contains necessary policies and procedures. Policies and procedures deal with admissions, parent appeals, student discipline and academic requirements. The School also has a teacher handbook that covers policies dealing with supervision, safety and emergency procedures, teacher duties, teacher professionalism and evaluation. Parent and student handbooks are published in English and Chinese and contain the required information.

A teacher evaluation process is in place and files contain evidence that the process is being implemented. No evaluation has yet been conducted on the new Principal.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

JGCA offers courses on a linear and daily timetable. Starting at 7:10 a.m. with a reading block, followed by nine 40 minute blocks; the school day exceeds BC required time allotments. Students receive a minimum of 128 hours of instructional time in all BC Program courses. The Team noted that the School has made provision for extra time in English classes with a double block in grade 10 and both English and Communication classes in grades 11 and 12.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

JGCA offers only the Graduation Program (Grades 10 – 12).

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.*

The school is offering a sufficient number of courses to meet the Provincial Graduation requirements. Mandarin is delivered for credit in grade 10, 11 and 12 under approved exemption, as are PE 10 and 11.

Provincial Exam results indicate a large discrepancy in English 12 between the school and exam marks. Students continue to write the grade 10 Provincial exam for English, in grade 11. JGCA has implemented mandatory communications 11 and 12 for all students in addition to the English classes. Students also take a Chinese English class, which provides them a great deal of overall instructional time to address the English test scores.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course Overviews were evident for all courses offered in the BC Program. The Team found that a number of the issues regarding course overviews have been addressed since the last inspection. As noted above in section 15, however; the team recommends that staff work to increase the variety of assessment methods being used across the curriculum.

Language Arts

Jiaxing Grand Canadian Academy continues to offer English 10, 11 and 12 as well as Communications 11 and 12. The courses are meeting the prescribed learning outcomes as set forth by the BC Ministry of Education. All students are enrolled in both English and Communications as noted on the previous report. ESL support is provided for the Grade 10 classes as well as double blocked English for the Grade 10 students to assist in language acquisition. The Team held open and extensive dialogue with the Authority, the BC Principal and the Chinese administration about the unsatisfactory English 12 exam marks.

Science

The Science program delivers Science 10, Chemistry 11 and 12 as well as Physics 11. Physics 12 has been added since the last inspection. Course overviews provide evidence that Provincial curriculum is being addressed. Students are using BC approved resources. The teachers continue to have access to MHS science labs for all lab related lessons.

Social Studies

Students at JGCA are receiving full instructional time in Socials 10 and 11 and course overviews demonstrate all requirements are being met. Resources used in class all meet Provincial recommendations. Staff members are working to bring relevant examples into the classroom to provide context for the students in relation to their own culture.

Mathematics

All students at JGCA are taking Pre-Calculus 10 and Pre-Calculus 11. All grade 12 students are registered in Principles of Math 12. Calculus 12 is offered to some grade 12 students. It is evident since the last inspection that teacher plans have been developed to clearly illustrate linkage between the teaching strategies, achievement indicators and PLO's. Provincial prescribed resources are in place. Additionally students are issued the student work-book for Pre-Calculus 10 and 11. The new Pre-

Calculus 11 curriculum has been addressed and it is evident that all new resources are in place.

Physical Education

PE 10 and 11 are delivered by a Chinese certified teacher. An exemption has been granted by the OIIS. The students are receiving a balanced program and teacher plans indicate that students are receiving instruction under the provincially prescribed outcomes. PE 12 is not offered in the timetable; however, students do receive some instructional time from the same teacher.

DPA

The Daily Physical Activity requirement of 150 hours per week is being met. Students in grade 10 and 11 receive regularly scheduled PE classes, in addition to participation in the daily exercises and runs in the morning. The school will be moving to include reporting DPA on student report cards to indicate the requirement has been met. Grade 12 students are receiving sufficient opportunities to meet the requirement as well and the Team noted that this should be logged to verify completion.

Planning 10 and Grad Transitions

It was noted that both the Planning 10 and Grad Transitions programs are delivered by a single teacher; therefore, there is strong continuity between the two courses. The Team found that all requirements were being met as evidenced in the planning documents and student work. The program is heavily directed at assisting students attain admission into Canadian University programs. The Team also noted that the staff does a good job at celebrating successes in this particular area.

Fine Arts and Applied Skills

JGCA is currently not offering courses in these areas. Fine Arts are only offered in extra-curricular time. Applied Skills is provided in IT 10, which is not offered this year. It will be offered next year as the school is looking at alternate years of delivery – this course will meet the applied skills requirement.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) that includes the Provincial Examinations, and*
 - (c) that demonstrates that all the Students are taught in accordance with this Schedule.*

The Team found that course plans provided evidence that appropriate assessment practices were in place to indicate student achievement – albeit with a rather limited scope of assessment practices.

The English 10 and Socials 11, Provincial exams are marked by the two Canadian teachers independently, using the rubrics. They are then cross referenced, to ensure

mark consistency prior to delivery to the Ministry. An appropriate registration process is in place for the Provincial exams for all qualifying students.

The Team held open discussions with the Authority, the BC Principal and the Chinese Principal on provincial exam results – particularly those in English 12. The concern focused on two areas; namely, the large discrepancy between the school mark and the provincial exam mark, and the high exam failure rate in the area of English 12. The School recognizes that these results are unsatisfactory and must be improved. They continue to implement some strategies for this academic year in an attempt to mitigate the discrepancies and failure rates.

The Team notes serious concern about exam results at the school and **recommends that the school do everything in its power to enhance English language acquisition and to improve the unsatisfactory provincial exam results in English 12.**

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Report cards are issued to parents four times per year. Comments are given in both languages and both percentages and grades are given. The Chinese curriculum requirements are reported separately from the BC program on the report card. The Team noted that DPA will be added to the final report card to indicate the requirement is met.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The permanent student records (1704) are kept in a locked filing cabinet in a secure office area. PEN numbers are included on the 1704 student records.

Student files are organized and well maintained. Files include student demographic information and report cards. The consent forms for the collection, use and disclosure of personal information (*PIPA*) have been signed by parents for each student in the BC Program. Files are updated regularly by an administrative assistant under the supervision of the principal.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher and principal evaluation policies are in place, have been clearly communicated and are being implemented.

Teacher files contain copies of certification, contracts and resumes along with evaluations - when they have been completed. These files are securely stored in the principal's office.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection Team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

This on-site inspection is the seventh annual inspection of JGCA. In conducting the Certification Status inspection the Team viewed facilities, grounds and buildings, and reviewed records, administrative procedures, operations, teacher certification and student achievement. Notwithstanding the substance and recommendations of this report, the School is offering a BC Program that meets the requirements of the Offshore Agreement.

The Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The School is aware of their obligation to assist students in acquiring Canadian Study Permits and the process is working well. The School is committed to tracking JCGA graduates throughout their post-secondary studies.

The Province's form entitled "Consent to Collect, Use and Disclose Personal Information" has been distributed and collected from all students and is in the student files.

C. Report Summary – Commendations and Requirements

Commendations

The Inspection Team commends the Authority, Principal and staff of Jiaxing Grand Canadian Academy for:

- raising the bar on the School entrance exam in an effort to admit students who can meet the demands of the BC Program;
- successfully transitioning into this school year with a new Principal and Administrative Assistant; and,
- the enthusiasm and ethic of care with which staff deliver the education program.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2011, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- provide necessary support for new BC Principal and new BC Program administrative assistant to ensure that current deadlines can be met with respect to entering TRAX data for submission to the BC MOE;
- that the School inform the OIIS upon receiving an updated teacher's certificate authorizing the teaching of Physics;
- that staff continue to work on planning and assessment strategies as outlined in current Ministry IRPs; and,
- that the school do everything in its power to enhance English language acquisition and to improve the provincial exam results in English 12.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Jiaxing Grand Canadian Academy continues to be recognized as a British Columbia Certified Program.

Appendix A – teacher certification and criminal record check recommendations.

Note: All recommendations must be report to the Inspector on Independent Schools by February 15, 2012

Name: S. 22	Position:	Issue: Standard Certificate needs to upgraded to Professional
S. 22	Teacher	Applied to have Physics added to subject restricted certificate

Certification Status Inspection Report

Jiaxing Grand Canadian Academy

**Tongxiang, Zhejiang Province
People's Republic of China**

November 21 - 22, 2011

A. INTRODUCTION

On November 21 and 22, 2011, a Certification Status Inspection was completed on Jiaxing Grand Canadian Academy (JGCA or the School) in Tongxiang, Zhejiang Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement* (the Agreement) had been met. The inspection team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mr. Chris Blesch and Mr. Ed Noot (chair).

The British Columbia (BC) Program at JGCA has an enrolment of 96 students, in Grades 10-12. There are 53 students in Grade 10, 27 in Grade 11 and 16 in Grade 12. Approximately 80% of the students live in the dormitories with the balance commuting daily from the surrounding communities.

The Authority, Grand Canadian Academy (Asia) Ltd., is responsible for the BC Program. The school is located on the campus of Maodun High School (MHS). Under a Memorandum of Understanding MHS operates the Chinese Program.

The Team met with the Authority, the Chinese Vice-Principal, the BC Principal, the BC teachers and a number of the students.

The BC Agent could not be present during the inspection, but the President of Grand Canadian Academy (Asia) Ltd., was present during the visit and provided information and assistance to the Team.

The Team were introduced to the staff prior to the evaluation on the first morning and reported out to the administration and staff at the end of the second day. The Team toured the facilities, observed classes in operation and reviewed the relevant school documents.

The Team would like to thank JGCA for their hospitality and preparedness for the inspection visit.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. *The Authority, subject to the prior written approval from the Province, must have*
 - (a) *operated the School in accordance with the laws of the country,*

- province, and city where it is located, for a minimum of six months prior to applying for Certification,*
- (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

Documentation is on file showing the school was started in September, 2005. In May 2006 the school received Certification Status from the BC Ministry of Education.

JGCA holds BC Certification Status from the Province of British Columbia. The most recent certificate (#10396775) is valid through June 30, 2012.

- 2. *The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.*

In August 2005, the Ministry of Education of the People's Republic of China granted approval for the "Operation of Chinese-Foreign Cooperatively run Educational Projects in the People's Republic of China" to MHS and the predecessor of the Grand Canadian Academy (Asia) Ltd. On file is a translated letter, dated March 2, 2007, from the Tongxiang Educational Bureau authorizing the operation of a BC Certified High School Program in Conjunction with Maodun High School.

- 3. *The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

The Authority has contracted the services of Mr. Brian Fichter as the BC Agent. The Province has approved him for this role. The BC Agent meets all of the requirements set out in paragraph 5 of the Agreement.

- 4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.*

JGCA occupies space on the campus of Maodun High School which is situated in central Tongxiang, under the terms an MOU signed between MHS and the Authority March 18, 2005. The enrolment of MHS is over 3000 students. The campus has four classroom buildings, a gymnasium, five dormitory buildings, a cafeteria and an administration building. Sports facilities include a full size field, an all-weather track and outdoor basketball, tennis and volleyball courts. The gymnasium, in addition to an outside play area, includes an area for table tennis and a dance studio. MHS recently opened an impressive new Fine Arts Center which includes art classrooms and a modern auditorium with audience seating for 1200.

JGCA is located primarily on the 5th and 6th floors of Building One. The computer lab, teachers' office, an administration office and five classrooms are on the 6th floor and the Principal's office, library and a classroom on the 5th floor. The school has adequate access to the science labs in Building 2 and to the gymnasium and sports fields.

The Team concluded the facilities and equipment are entirely suitable for the delivery of the BC Graduation Program.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a completed Inspection Catalogue as required. The Team confirmed with the Principal that the 1701 report had been satisfactorily received by the BC Ministry of Education and I-2001 forms were submitted. The Principal indicated that TRAX data has not yet been submitted, but is being worked on by her and the Administrative Assistant.

Recommendation: That the Authority provide the necessary support for new BC Principal and new BC Program Administrative Assistant to ensure that TRAX data can be properly entered and submitted to the BC MOE.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team reviewed printed promotional materials that advertise the school and its programs. These materials accurately reflect the school's educational and instructional offerings, as well as administrative items such as tuition refunds (the refund policy is set by the MHS and the Tongxiang Education Bureau) student permit applications, etc. The promotional brochures, pamphlets and booklets are attractively published in both English and Chinese and are easy to read. The Team finds no discrepancy between the printed advertising materials and the actual programs offered.

The website www.gcainhighschool.ca for the Grand Canadian Academy schools in China has been updated, but the Team was unable to access this site in English during the on-site inspection.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC Program, student registration and inspection costs have been paid by the Authority as required.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

The Team confirms that all courses in Grades 10, 11 and 12 are taught in English with the exception of Mandarin 10, 11, 12 and PE 10, 11. The School has written approval on file, dated November 7, 2011, indicating exempt status (as per the terms of the Agreement) for these courses. The Principal oversees the exempted courses and course overviews have been developed.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

Students who apply to enter JCGA will be considered for admission if they have reached a required level in their Chinese program. Those who are at this level are then required to write an English Language Assessment, administered by the BC Principal, which has components of listening, reading, comprehension, writing and oral skills. Students are required to obtain at least 60% on this test to be admitted to the school. The team noted that school has raised this entrance requirement from 50% in the past. This year a few students were admitted, at the request of MHS, who did not meet both sets of requirements.

The School is commended for raising the bar on this entrance exam in an effort to admit students who can meet the demands of the BC Program.

The Team is encouraged to see an increase in the grade 10 enrolment at JGCA. The School is encouraged to continue to develop policies and procedures to ensure that all students admitted to the program have the prerequisite skills necessary to meet the academic demands of the BC program.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

JCGA employs a certified ESL specialist who works with the grade 10 students twice a week for a total of one hour to improve their oral skills. He also joins them for an 80 minute Planning 10 class. Grade 11 students receive one hour of instruction to strengthen their oral communication. Grade 12 students receive four 40 minute blocks each week during which they focus on oral and listening components of English with the class on Friday being devoted to the students making oral presentations and speeches. Also, the ESL teacher joins various classes throughout the week to give additional support to students that require it. Chinese certified MHS English teachers also work with the students but their focus is on grammar and building vocabulary. Chinese classes in Math and Science parallel many of the topics being taught in the

BC program which helps the students to be able to focus more on the language aspects of the classes taught in English.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team confirmed that every student is provided the appropriate text based resources for the BC curriculum requirements in each class. Students are also using the textbook accompanying “Student Workbooks” in Science and Math. The Team also noted that teachers were using the large screen TV’s and computer resources for student presentations. Students all were seen to be using translation devices when working on new material.

The Team also found that the school has employed full time library help, however, the collection remains small and seemingly underutilized. The School is encouraged to find ways to increase both the volume of material available and student usage.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.*

The School has experienced extenuating circumstances with respect to their principal in last 6 months. A mid-summer resignation led to a late summer hiring. The new Principal, however,

S. 22

S. 22 could not stay long. A new search was initiated and a promising new applicant was secured. She arrived in late September and has been handling administrative duties since that time. She is adjusting well to the position and enjoys life in China, but the learning curve is admittedly steep. **The Principal and new Administrative Assistant are commended for effectively transitioning into their new roles.**

The Principal is appropriately certified through the OIS, although certification was only recently received. The Team encourages the Authority to take all reasonable steps to ensure that BC Principals are appointed in a timely manner and that certification for said persons is in place before they take on duties at JCGA.

As noted above, the Principal is in her first year at the school. She has been given 100% administrative time to manage the daily administrative operations of the school.

The Principal is new to administration, but is an experienced educator with S. 22 years of experience in Canadian and international schools. She oversees the BC Program at JGCA and is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education. In her present role she is supported by an Administrative Assistant, an International Program Director and a Chinese Vice-Principal.

The BC Principal meets regularly with the Chinese Vice-Principal to discuss the British Columbia and Chinese programs, student life, maintenance and other related issues. The Team noted that while these discussions occur regularly and openly, they do not always lead to resolution of the issues at hand. The success of the BC Offshore Program is largely contingent on an open, mutually supportive and constructive working relationship between Chinese and BC administrative staff. A strong spirit of collegiality is required to allow the BC Program to flourish. The Team is satisfied that a spirit of collegiality between the current administrators exists and encourages all program administrators to continue to find creative ways to work together to enhance the BC Program.

A thorough job description is in place as is a procedural outline for Principal evaluation. The BC Principal has been delegated the necessary authority and time to fulfill the functions and duties set out in the Agreement.

13. *The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All six teachers, including the Principal, working within the BC Program have current criminal record checks on file. A letter on file from The MHS authority states that the teachers teaching in the Chinese program of JGCA meet the conduct requirements for teachers in the People's Republic of China.

14. (a) *With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the Appendix to this Schedule.*

There are six teachers, including the Principal, responsible for delivering the BC Graduation Program. All teachers hold valid BC teacher certification, two with the BCCT and four with the OIIS. The school also employs three locally certified teachers. Translated copies of local certification are on file at the school.

Mandarin 10, 11 & 12, and PE 10 & 11 are included for credit within the BC Program and are taught by locally certified teachers. The locally certified teachers provide instruction under the supervision of the BC principal. The Team verified that these courses have been accepted by the Ministry as exempted courses and that appropriate course overviews are in place.

The Team viewed translated copies verifying local certification for these teachers.

The Team noted that the Physics teacher's certificate is currently restricted to Math and Computer Education. The teacher has applied to the OIS for an evaluation of his teaching credentials with a view to including Physics.

Recommendation: That the School inform the OIS upon receiving an updated teacher's certificate authorizing the teaching of Physics, no later than February 15, 2012.

The School added four new teachers this year and two the previous year. The Team held an open dialogue with the Authority about the level of staff turnover at the School and brainstormed some possible ways to mitigate this. The Authority is well aware of the advantages of maintaining a higher level of staff continuity.

An orientation to living in China, the offshore program and teaching second language learners is provided to staff upon arrival in China.

- (b) *With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.*

JGCA offers only the Graduation Program (Grades 10 – 12).

- 15. *The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team verifies that all planning, assessment of and reporting on students in the BC program is conducted by BC certified teachers. Planning documents confirmed that assessment is done according to BC standards; however, some course overviews indicate a limited scope of assessment practices.

Recommendation: That the teaching staff at JGCA continue to implement planning and assessment strategies as outlined in current Ministry IRPs.

- 16. *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:*
 - A. *For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:*
 - (a) *hours of work,*
 - (b) *the duties of the British Columbia Certified Teacher,*
 - (c) *the teaching assignment,*
 - (d) *accommodation provided or available,*
 - (e) *an estimate of the cost of living in the area where the School is located;*

- (f) *length of school day,*
- (g) *length of school year,*
- (h) *salary and benefits, and*
- (i) *all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.)*

The contract offered to teachers by the Authority is competitive and comprehensive. Required aspects relating to remuneration and living in China are outlined in the contract and in the staff handbook. The staff handbook also outlines routines and expectations of teachers.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspects of this transition.

Staff files contain all of the required documentation. The Team confirms that the School complies with *Freedom of Information and Protection of Privacy Act, R.S. B.C 1996 c. 186* by having signed written consent for each staff member and student enrolled in the BC Program.

17. *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The computer lab has just been updated with 28 new Dell computers. Students have regular access to the lab as it is dedicated to and located on the same floor as the 5 classes of JGCA. The previous report noted that laptops were in use for the Grade 12 students but they are currently not in use. The Principal is currently working on new policies for laptop use in the classroom. There is a wireless network available to students when the new policy is implemented.

The school office uses the Harts Windsor program for administrative purposes. The School is able to transfer all necessary data; 1701, 1704, TRAX data and e-exam registration and BC teacher registration data, although as noted in section 5 above, TRAX data for the current year has yet to be submitted.

18. *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.*

The School has a student/parent handbook that contains necessary policies and procedures. Policies and procedures deal with admissions, parent appeals, student discipline and academic requirements. The School also has a teacher handbook that covers policies dealing with supervision, safety and emergency procedures, teacher duties, teacher professionalism and evaluation. Parent and student handbooks are published in English and Chinese and contain the required information.

A teacher evaluation process is in place and files contain evidence that the process is being implemented. No evaluation has yet been conducted on the new Principal.

19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.*

JGCA offers courses on a linear and daily timetable. Starting at 7:10 a.m. with a reading block, followed by nine 40 minute blocks; the school day exceeds BC required time allotments. Students receive a minimum of 128 hours of instructional time in all BC Program courses. The Team noted that the School has made provision for extra time in English classes with a double block in grade 10 and both English and Communication classes in grades 11 and 12.

20. *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.*

JGCA offers only the Graduation Program (Grades 10 – 12).

21. *If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.*

The school is offering a sufficient number of courses to meet the Provincial Graduation requirements. Mandarin is delivered for credit in grade 10, 11 and 12 under approved exemption, as are PE 10 and 11.

Provincial Exam results indicate a large discrepancy in English 12 between the school and exam marks. Students continue to write the grade 10 Provincial exam for English, in grade 11. JGCA has implemented mandatory communications 11 and 12 for all students in addition to the English classes. Students also take a Chinese English class, which provides them a great deal of overall instructional time to address the English test scores.

22. *The Authority must*

- (a) *provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and*
- (b) *use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

Course Overviews were evident for all courses offered in the BC Program. The Team found that a number of the issues regarding course overviews have been addressed since the last inspection. As noted above in section 15, however; the team recommends that staff work to increase the variety of assessment methods being used across the curriculum.

Language Arts

Jiaxing Grand Canadian Academy continues to offer English 10, 11 and 12 as well as Communications 11 and 12. The courses are meeting the prescribed learning outcomes as set forth by the BC Ministry of Education. All students are enrolled in both English and Communications as noted on the previous report. ESL support is provided for the Grade 10 classes as well as double blocked English for the Grade 10 students to assist in language acquisition. The Team held open and extensive dialogue with the Authority, the BC Principal and the Chinese administration about the unsatisfactory English 12 exam marks.

Science

The Science program delivers Science 10, Chemistry 11 and 12 as well as Physics 11. Physics 12 has been added since the last inspection. Course overviews provide evidence that Provincial curriculum is being addressed. Students are using BC approved resources. The teachers continue to have access to MHS science labs for all lab related lessons.

Social Studies

Students at JGCA are receiving full instructional time in Socials 10 and 11 and course overviews demonstrate all requirements are being met. Resources used in class all meet Provincial recommendations. Staff members are working to bring relevant examples into the classroom to provide context for the students in relation to their own culture.

Mathematics

All students at JGCA are taking Pre-Calculus 10 and Pre-Calculus 11. All grade 12 students are registered in Principles of Math 12. Calculus 12 is offered to some grade 12 students. It is evident since the last inspection that teacher plans have been developed to clearly illustrate linkage between the teaching strategies, achievement indicators and PLO's. Provincial prescribed resources are in place. Additionally students are issued the student work-book for Pre-Calculus 10 and 11. The new Pre-

Calculus 11 curriculum has been addressed and it is evident that all new resources are in place.

Physical Education

PE 10 and 11 are delivered by a Chinese certified teacher. An exemption has been granted by the OIIS. The students are receiving a balanced program and teacher plans indicate that students are receiving instruction under the provincially prescribed outcomes. PE 12 is not offered in the timetable; however, students do receive some instructional time from the same teacher.

DPA

The Daily Physical Activity requirement of 150 hours per week is being met. Students in grade 10 and 11 receive regularly scheduled PE classes, in addition to participation in the daily exercises and runs in the morning. The school will be moving to include reporting DPA on student report cards to indicate the requirement has been met. Grade 12 students are receiving sufficient opportunities to meet the requirement as well and the Team noted that this should be logged to verify completion.

Planning 10 and Grad Transitions

It was noted that both the Planning 10 and Grad Transitions programs are delivered by a single teacher; therefore, there is strong continuity between the two courses. The Team found that all requirements were being met as evidenced in the planning documents and student work. The program is heavily directed at assisting students attain admission into Canadian University programs. The Team also noted that the staff does a good job at celebrating successes in this particular area.

Fine Arts and Applied Skills

JGCA is currently not offering courses in these areas. Fine Arts are only offered in extra-curricular time. Applied Skills is provided in IT 10, which is not offered this year. It will be offered next year as the school is looking at alternate years of delivery – this course will meet the applied skills requirement.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*
- (a) *that demonstrates Student progress in achieving intellectual, human, social, and career development,*
 - (b) *that includes the Provincial Examinations, and*
 - (c) *that demonstrates that all the Students are taught in accordance with this Schedule.*

The Team found that course plans provided evidence that appropriate assessment practices were in place to indicate student achievement – albeit with a rather limited scope of assessment practices.

The English 10 and Socials 11, Provincial exams are marked by the two Canadian teachers independently, using the rubrics. They are then cross referenced, to ensure

mark consistency prior to delivery to the Ministry. An appropriate registration process is in place for the Provincial exams for all qualifying students.

The Team held open discussions with the Authority, the BC Principal and the Chinese Principal on provincial exam results – particularly those in English 12. The concern focused on two areas; namely, the large discrepancy between the school mark and the provincial exam mark, and the high exam failure rate in the area of English 12. The School recognizes that these results are unsatisfactory and must be improved. They continue to implement some strategies for this academic year in an attempt to mitigate the discrepancies and failure rates.

The Team notes serious concern about exam results at the school and **recommends that the school do everything in its power to enhance English language acquisition and to improve the unsatisfactory provincial exam results in English 12.**

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Report cards are issued to parents four times per year. Comments are given in both languages and both percentages and grades are given. The Chinese curriculum requirements are reported separately from the BC program on the report card. The Team noted that DPA will be added to the final report card to indicate the requirement is met.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The permanent student records (1704) are kept in a locked filing cabinet in a secure office area. PEN numbers are included on the 1704 student records.

Student files are organized and well maintained. Files include student demographic information and report cards. The consent forms for the collection, use and disclosure of personal information (*PIPA*) have been signed by parents for each student in the BC Program. Files are updated regularly by an administrative assistant under the supervision of the principal.

26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher and principal evaluation policies are in place, have been clearly communicated and are being implemented.

Teacher files contain copies of certification, contracts and resumes along with evaluations - when they have been completed. These files are securely stored in the principal's office.

27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection Team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

This on-site inspection is the seventh annual inspection of JGCA. In conducting the Certification Status inspection the Team viewed facilities, grounds and buildings, and reviewed records, administrative procedures, operations, teacher certification and student achievement. Notwithstanding the substance and recommendations of this report, the School is offering a BC Program that meets the requirements of the Offshore Agreement.

The Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

The School is aware of their obligation to assist students in acquiring Canadian Study Permits and the process is working well. The School is committed to tracking JCGA graduates throughout their post-secondary studies.

The Province's form entitled "Consent to Collect, Use and Disclose Personal Information" has been distributed and collected from all students and is in the student files.

C. Report Summary – Commendations and Requirements

Commendations

The Inspection Team commends the Authority, Principal and staff of Jiaxing Grand Canadian Academy for:

- raising the bar on the School entrance exam in an effort to admit students who can meet the demands of the BC Program;
- successfully transitioning into this school year with a new Principal and Administrative Assistant; and,
- the enthusiasm and ethic of care with which staff deliver the education program.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2011, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- provide necessary support for new BC Principal and new BC Program administrative assistant to ensure that current deadlines can be met with respect to entering TRAX data for submission to the BC MOE;
- that the School inform the OIIS upon receiving an updated teacher's certificate authorizing the teaching of Physics;
- that staff continue to work on planning and assessment strategies as outlined in current Ministry IRPs; and,
- that the school do everything in its power to enhance English language acquisition and to improve the provincial exam results in English 12.

D. SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Jiaxing Grand Canadian Academy continues to be recognized as a British Columbia Certified Program.

Appendix A – teacher certification and criminal record check recommendations.

Note: All recommendations must be report to the Inspector on Independent Schools by February 15, 2012

Name:	Position:	Issue:
S. 22	S. 22	Standard Certificate needs to upgraded to Professional
S. 22	Teacher	Applied to have Physics added to subject restricted certificate

**Certification Status Monitoring Inspection Report
On the
Dalian Maple Leaf Foreign Nationals School
Dalian City, Liaoning Province
People's Republic of China
November 28 and 29, 2011**

A. Introduction

Dalian Maple Leaf Foreign Nationals School (DMLFNS) is located at 104 Shengli in the City of Dalian, Liaoning Province in the People's Republic of China. Currently, there are 154 students enrolled in the Kindergarten through Grade 9 BC Program.

The monitoring inspection team (the Team) consisting of Marcelle DeFreitas, Cathy Lowenstein and Raymond Sutton visited the school on November 28 and 29, 2011. The Team was appointed in accordance with Section 8 of the Offshore School Certification Status Agreement, which authorizes the Inspector of Independent Schools to conduct an evaluation of the school.

The Team met with the Principal, the BC Agent, who also serves as the Superintendent of the Maple Leaf Schools, teachers and support staff, visited classrooms and facilities and reviewed course overviews and documentation. On the first day, the Team met with staff and explained the purpose of the visit and on the last day reported out to the administration and staff before leaving the school.

The Team would like to thank all associated with DMLFNS for the preparation that was done prior to the visit and for the hospitality shown the Team during their time at the school.

B. Response to Recommendations in Previous Report

The previous inspection in November 2010 identified items requiring a response from the school. The items identified have all been satisfactorily addressed as noted below:

Official translations of the documents verifying the appropriate local government office has given approval for operation of the school in its present location are on file.

The DMLFNS website has been updated to reflect the current program. Teacher wikis have been set up on the DMLFNS wiki site enhancing communication with the home.

The PE course overviews have been rewritten to ensure the learning outcomes of the BC curriculum are being met without the use of gymnasium space.

C. Changes since the previous evaluation

A marketing director has been hired to coordinate website and school promotional information for all of the Maple Leaf Schools.

The outdoor play area, shared with the local Chinese school has been resurfaced.

Following a flood in 2010 the library has been relocated. The new library location is more convenient for student access and has better natural light. The old library area has been renovated to provide an activity room.

A third floor theatre area has been remodeled to provide a space for school assemblies and drama and public speaking activities.

40 new computers have been purchased and installed in the two computer labs.

D. Administration

DMLFNS has a new principal this year. He holds valid British Columbia College of Teachers Certification and comes to the school with 22 years of experience as a teacher and administrator in the BC education system.

The Principal, who is a fulltime administrator, oversees a staff of 12 BC certified teachers, three Chinese language teachers, three teaching assistants and an office staff of four. The Principal ensures that satisfactory standards are met regarding teacher certification and evaluation, subject time requirements, course planning, teaching strategies/learning activities, student assessment, BC Provincial learning outcomes, student supervision, student records, school policies and administrative procedures.

The Team confirms that the Principal has sufficient time to fulfill his role.

The Principal is assisted by a Chinese Director of Administration who is responsible for the day to day supervision of the Chinese support staff, including the office staff. She acts as a liaison/interpreter with the Principal of the local Chinese school and is involved in the hiring of the Mandarin language teachers.

The school has implemented an effective and efficient method of communicating with the parents using the school's website and wikis. The school is to be commended on the implementation of this program.

Student files were reviewed and found to be complete. All files contained signed copies of the Province's form entitled "Consent to Collect, Use and Disclose personal Information".

E. Certification of Teachers

Four of the teachers are new to the school this year although they are not new to China having all transferred in from other schools in the Maple Leaf Schools System.

The program of orientation provided by Dalian Maple Leaf Education Systems for new teachers continues to be strong. The program starts with assistance in Canada before departure, orientation to the school and community upon arrival in Dalian and ongoing support for the teachers and their families as they live and work at the school.

Staff files and contracts were reviewed and were found to be extensive and fully in compliance with the expectations of the agreement.

The Team verified that a clearly stated policy of new staff evaluation is in place and is being followed. The process of staff evaluation includes a requirement that teachers provide an annual plan for professional growth and receive classroom formative evaluations by the Principal.

F. Educational Program

During this inspection, the Ministry team focused on instruction in Language Arts, Social Studies and ESL.

The educational program at DMLFNS consists of Kindergarten through Grade 9. The Team confirms that, at the time of the inspection, instruction in all subjects and grades meets the learning outcomes in the B.C. Ministry Educational Program Guide. All course overviews indicate appropriate grade content for both the core and non-core subjects. The Team noted that, although these course overviews vary in their format, they do include course content, planning for assessment, achievement indicators and identifiable linkages to Ministry prescribed learning outcomes.

At DMLFNS, Mandarin instruction is delivered each day for one 45 minute block throughout all grades. This is considered an essential part of the school curriculum for all students enrolled at DMLFNS. The Mandarin instruction is delivered by Chinese faculty who are employed at the school but do not report on B.C. curriculum. The school has added Mandarin Enrichment classes to the curriculum for this school year to further enhance Mandarin culture and customs.

All students at DLMFNS receive ICT instruction once a week in the computer lab. Students learn the basics of computing in the lower grades. The upper grades receive Robotics instruction in addition to their regular computer usage time. It was observed that the class was being taught by a non BC certified instructor. Immediately upon being notified that this was not appropriate the Principal took steps to ensure that a BC certified teacher assumed a supervisory role in the class.

Primary Program (Kindergarten to Grade 3)

The Primary program at DMLFNS consists of one class per grade from Kindergarten to Grade 3. The classroom teachers are responsible for the teaching of all core subjects (Math, Language Arts, Science, Social Studies) as well as programming for non-core subjects (Fine Arts, Health and Career Education and Physical Education).

Language Arts

In the Primary grades, appropriate practices are in place to promote literacy development. As most students are not native English speakers, the school acknowledges the importance of supporting and reinforcing language acquisition. The primary grades have adopted a guided or leveled reading program called “Read Well,” which is a program for early literacy instruction. The program encompasses oral language, vocabulary development, phonics, comprehension strategies, written fluency and diagnostic tools. The literacy program “Reading Power” is also being piloted in K-2 classrooms. The program has helped to support reading fluency and comprehension. In addition, the EEC observed that teachers are supporting literacy development with daily reading and writing activities, poetry, reading circles and oral language activities.

The team observed that the teachers in the Primary grades use the Ministry Quick Scale Rubric for reading and writing assessment. This rubric is used frequently and is stored in each student’s personal portfolio and then ultimately shared with parents.

Social Studies

In the Primary grades the Social Studies program is theme based and includes topics that are of high interest to students but the activities and learning show direct linkage to ministry mandated learning outcomes. The EEC viewed units on Family, Culture and Community. The faculty at DMLFNS has generated many of their own resources that are used to teach units of study while developing increased language and literacy skills.

English as a Second Language

Students who struggle with English language acquisition receive some basic ESL support, delivered by a teaching assistant. Grade 1 and 2 receive one block of ESL support a day but grade 3 does not have any ESL designated to their class at this time. The team saw evidence of students in grade 3 who could clearly benefit from this support. While it is noted that ESL support is not extensive at DMLFNS, all classroom teachers were focused on meeting the diverse needs of learners and planning for their instructional improvement. The Team encourages the school to monitor the amount and effectiveness of the ESL support given and to

look at ways to provide increased, and ongoing instruction to students in order to ensure their success in language acquisition.

Intermediate Program (Grades 4-9)

There are six classes in the Intermediate Division from grades four to nine. The grades 7, 8 and 9 curriculum is delivered in a rotary model for all subjects except Language Arts and Health and Career Education which are taught by the Homeroom teacher at each grade level.

Language Arts

The Language Arts program includes reading short stories, novel studies, silent reading and journaling as well as grammar and spelling. Teachers use a variety of techniques to encourage oral communication and the love of reading. Portfolios of student writing were observed. Teachers use a variety of assessment techniques and vary assessment for second language learners. Teachers are committed to creating modified assignments for second language learners with a wide range of language ability levels. Challenged to meet individual student needs, teachers work as a collaborative team in the intermediate division.

Social Studies

The team observed a wide range of learning opportunities and instructional techniques to capture the interest of students. Curriculum is modified to accommodate the needs of second language learners.

English as a Second Language

An ESL coordinator is allocated three forty-five minute blocks a week to assess students and design individual learning goals for language acquisition. Students in the intermediate division receive some ESL support from a teaching assistant. The ESL coordinator is a BC certified teacher who guides the teaching assistant in curriculum delivery. At the time of registration at DMLFNS each second language learner is tested for placement in the ESL program. Currently, students in Levels 1 and 2 receive pull out support from the teacher assistant during Language Arts. Level 3 and 4 students are fully integrated into the regular classroom. The ESL coordinator writes and reviews Annual Instruction Plans (AIP's) for each student and directs the teacher assistant to deliver an ESL program which meets students' learning needs. The Team was informed that the school has appointed an additional full time ESL teaching assistant for the second term. The school is encouraged to continue to monitor the effectiveness of its ESL support program.

G. Report Summary – Commendations and Recommendations

Commendations

- The Administration and faculty of DMLFNS is to be commended for the work that went into the preparation for the Team's visit and for the warm hospitality that was extended to all members of the Ministry team.
- The team noted improved school communication, including a thorough and up to date website and the use of wiki's by all teachers to effectively communicate to students and their families.
- Teachers are commended for individualized program delivery for students with such a wide range of language abilities.

Summative Recommendation

The Inspection Team recommends to the Inspector of Independent Schools that the British Columbia Program offered at Dalian Maple Leaf Foreign Nationals School continue to be recognized as a Certified British Columbia Program.

**Certification Status Inspection Report
for
Sino Canada High School (Wujiang)**

**Wujiang City, Jiangsu Province
People's Republic of China**

November 23-25, 2011

A. Introduction

On November 23-25, 2011, a Certification Status Inspection was completed on the British Columbia Program offered at the Sino Canada High School (SCHS) in Wujiang, Jiangsu Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Gerry Olund and Mrs. Rita Smith. The inspection team was chaired by Mr. Gerry Olund. Both team members have considerable experience in school evaluations in British Columbia and Offshore Programs in China.

The School has a current enrolment of 823 students, of which 413 are enrolled in Grade 10, 239 in Grade 11 and 171 in the Grade 12 BC Graduation program.

The Authority for the operation of the SCHS is the Sino Canada High School (Suzhou).

The Team was most appreciative of the warm welcome and hospitality offered by the School Authority and the BC Principal as well as administrative, teaching and support staff, SCHS students and the BC Agent. Every effort was made to be co-operative, helpful and accommodating to the Team and particularly well organized supporting documents were made available for the Team's perusal. The visit began with a brief staff meeting on Wednesday afternoon to introduce the Team members and apprise the staff of the purpose of the inspection, the evaluation process, the scope of the Team's mandate and the procedure the Team planned to follow during its visit. This was followed by a brief tour of the school and a social dinner with the staff.

For the next two days the Team's time was spent in observation of classroom instruction and administrative procedures. It held discussions with the BC Principal and Vice-Principal, teachers, support staff and students. The Team reviewed yearly course overviews, unit plans, daily lesson plans, resources, student work, policies and administrative records, all of which were readily available. At the conclusion of its visit the Team again met with the School Authority, the BC Principal, the BC Agent and the staff to thank them for their cooperation during the visit and to share the Team's findings and summarize some of its observations.

B: British Columbia Offshore Program Requirements for Maintaining

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Certification

1. *The Authority must have:*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

A Candidate status inspection was completed for SCHS on June 12, 2002 after which the Authority was granted Candidate Status by the Ministry of Education in December, 2003. BC Certification was granted in April 2004 after a successful certification inspection.

The current Offshore School BC Program Certification Agreement was amended to enable the Kamloops School District Business Company to provide some courses by means of Distributed Learning. The School Authority signed the amended Agreement during the inspection visit in November of 2010.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

SCHS's application to operate as a school was approved by the Jiangsu Provincial Government of the People's Republic of China on June 13, 2003. The Team was able to verify that a copy of the Memorandum of Understanding was signed on March 17th, 2004 indicating that approval of the appropriate local governments to seek BC certification of its program was received. The School operates six buildings as boarding facilities which house some 800 students for B.C. Program students as well as for students attending the other programs that the Authority operates. The Team also reviewed Chinese documents and confirmed that the school complies with the health regulations of Wujiang municipality.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Dr. Betty Boulton has been appointed by the Authority as the British Columbia Agent for SCHS. A letter from the Executive Director, International Programs and Inspector of Independent Schools dated May 15, 2008 verifies that Dr. Boulton meets all the qualifications of a BC Agent as set out in Section 5.01 of the Offshore School British Columbia Program Certification Status Agreement. She supports the school by

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recommending, acquiring and delivering learning resources as well as teachers. The Team would like to thank Dr. Boulton for her organizational skills and assistance in helping with this inspection.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SCHS campus is located on a large property and is secured with fencing and gates in a very rapidly growing part of Wujiang.

The educational center contains the administration offices, thirty-three classrooms and specialty rooms that include two science laboratories, an art room and dance studio, a drama room, two multimedia theatres, a library, four computer laboratories and a multi court gymnasium and recreational facility. The campus also has a 400 meter all-weather track, complete with artificial turf within the soccer oval, as well as two tennis courts and outside basketball courts. With the exception of some resources (see Article #11), the facilities are adequate to deliver the BC program.

One hundred percent of SCHS students live in the dormitories. Many go home to nearby homes on the weekends. Dormitory rooms are currently shared with two, and sometimes three, students per room. The dormitories have one supervisor on each floor. The School provides appropriate supervision and monitoring to ensure that these facilities are safe for students. While the Team was present on campus, ground was broken for the completion of two additional dormitories in order to accommodate future predicted growth.

The dormitories and the cafeteria style restaurants are spread out on the campus grounds and students need to walk across the campus to reach these restaurants. The Team notes uneven pavement and concrete along various walkways on the campus and these are potential safety issues.

RECOMMENDATION: to repair student walking areas so that they are safe for students to walk on at all times of the day and evening.

The administrative building has many bright, large hallways and most classrooms are large, well lit and well-ventilated. Rooms have white boards and some classrooms have an overhead LCD projection unit and screen.

SCHS has on-site medical services with a resident doctor and clinic available to students. SCHS also has a large maintenance and custodial staff. Cleaning of buildings and inspection and maintenance of the grounds is done on a regular basis. The Team observed the maintenance staff working during their visit and notes an acceptable level of cleanliness within the various school buildings. However, this could be improved on with greater efforts and assistance from the student body, especially in classrooms.

The Team is satisfied that the present school facilities are adequate to meet the requirements for the instruction of programs currently being offered and for longer term future growth of the school which possibly could include a language center, an additional Fine Arts area, a new theatre and more dormitories. The Team would like to note and commend the obvious support of the School Authority in addressing the educational needs of the Certified BC Program. With this in mind, the Team recommends that the School Authority consider the development of a comprehensive five year plan for future school growth and expansion.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a detailed Inspection Catalogue as required. A Student/Parent Handbook and a Staff Handbook were available for the Team's perusal. The Student/Parent Handbook is also available as an edited Mandarin version for parents. BC Permanent Student Records are stored electronically in the Harts TESS system. Paper files are stored in the School's administration office in locked filing cabinets. The School is prepared for the transfer of all data relating to the registration of students and exam marks. All records and reports are available in English. Administration and staff use the TESS system to transmit data to the Ministry.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team notes that a dedicated portion of the SCHS website is in English and lists information about the School's educational philosophy, staff, professional development, counselling, teaching, discipline, student conduct, evaluation and reporting. The website also has back copies of the monthly school newsletter which is organized and published through the efforts of the Academic Advisor in consultation with the administration.

After reviewing the information outlined in the School's promotional materials, including the website, and talking to members of the administration, the Team determines that the claims currently made by the school regarding the academic programs offered, student accommodation, fees and school policies are consistent with the School's practice.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, student registration fees and exam fees as set out in Schedule "C".*

The Team confirms that the Authority has paid all required fees relating to inspection costs, student registration and exam fees as set out in Schedule 'C'.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

Currently SCHS provides a BC Certified Grades 10, 11 and 12 Program. The Team verifies that all courses are taught in English with the exception of Mandarin 10, 11 and 12 and that approval for the exemptions has been granted in writing by the Inspector. The Principal oversees the exempted courses. Written exemption has also been given for Art 10, 11 and 12 however, the Team notes that these Art courses are currently being taught in English by a locally certified Chinese teacher.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The School has developed an English placement test based on a combination of several provincial assessments from across Canada and an adapted Cambridge Test. Components include reading, writing and listening. The School also uses an online assessment from *Bridge to Learning*.

Recommendation: To ensure that students entering the Certified BC Program have a sufficient proficiency in English, the School Administration needs to continue to revise their English assessment tool in order to include, where possible, a speaking component that will be administered by BC certified or ESL certified teachers.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The School offers three levels of ESL for students applying to enter the Certified BC Program. Students who achieve less than 35% on the English placement test are enrolled in the first level of the ESL language acquisition program which includes basic English Foundations. Students may spend up to one year at this level. Students in the second ESL level are those who achieve between 35-45% on the English placement test. They are enrolled in English Foundations BC and take this more advanced English course along with Grade 10 PE. This level is also designed as a one year program following which most students move to a BAA course called Communications 10. The third level is for students with over 45% on the English placement test. They are enrolled in Communications 10 for one year (240 hours-four credits) and other Grade 10

courses excluding English 10 and Socials Studies 10. They are required to pass Communications 10 before taking English 10 or Socials Studies 10.

At the end of the first semester, in any one of the three levels of ESL, students may be identified by the BC certified teachers as able to move to the next level. English 10 and Socials Studies 10 are offered in the second semester to accommodate this movement. The Principal indicates that about 10% of students move by the end of the first semester.

Students in the Certified BC Program who do not complete the graduation requirements may complete their Chinese diploma.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team observed that teachers are aware of and using appropriate resources to aid in the delivery of the BC curriculum. Core and non-core subject teachers are familiar with the computer resources available to them in their classrooms and in the school.

The Team notes that resources, particularly equipment for the Science labs, are limited and, in some cases, may be insufficient to address Ministry PLOs effectively. It is also noted that in some other courses there are not enough text books to enable students to have their own copy. Teachers may have to combine resources to make up a class set. SCHS will need to continue to work to obtain and improve on the educational resources which are essential for providing a complete and challenging educational program.

Recommendation: The School Authority needs to address the lack of Science lab equipment appropriate for delivery of the Certified BC Program requirements and continue efforts to provide sufficient text books for other courses.

The School has four computer labs shared with the Chinese school. Students are able to access the internet to work on assignments and projects. The computers have printing capability to a central printer in each lab.

The Team notes that the School Authority and the administrative team are in the process of addressing the need for further development of the school library. The development of the library should be a major priority for Sino Canada.

Recommendation: The School Authority needs to include library restructuring as part of a comprehensive school plan so that it includes an informational retrieval resource with computer work stations for individual students, teachers and classes.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching*

Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.

The Principal is in his ninth year as Principal of SCHS. He holds a current certificate of qualifications issued under the Teaching Profession Act.

The Principal has been given 100% administrative time to manage the daily operations of the school. He has 22 years of experience both as a teacher and an administrator. He capably oversees all teachers, additional ESL support staff, administrative staff and is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education.

In his present role he is supported by the Vice-Principal and the BC Agent, as well as secretarial staff and translation support to facilitate regular communication with the Chinese Principal. The Principal meets with the various administrative support staff regularly to discuss the British Columbia and the Chinese programs, student life, maintenance and other related issues. The Principal and Vice-Principal also meet weekly with SCHS department heads and have monthly meetings with the staff.

The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Certification Agreement. He has a seat on and is a voting member of the SCHS Board of Directors. The Team would also like to commend the Principal for his leadership in organizing meetings of other BC offshore principals at the Sino Canada campus in order to discuss matters of common concern.

- 13.** *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All of the B.C. Certified Teachers and the Principal have undergone a successful criminal record check by virtue of the current certification process through either the British Columbia College of Teachers (BCCT) or the office of the Inspector of Independent Schools (OIS).

- 14.** *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the

British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

The Graduation Program (Grades 10, 11 & 12) is being delivered by 35 teachers including the Principal. With the exception of one exempted teacher, all teachers have a valid BCCT certificate. Locally certified teachers provide instruction in Mandarin 10, 11 and 12.

- 15.** *The Authority must ensure that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that only BC certified teachers plan, evaluate, provide instruction and prepare progress reports to parents or legal guardians of students enrolled in the Certified BC Program. For the approved exemptions, Chinese certified teachers fulfill this requirement. The Principal is planning to apply for certification from the BC OIIS for the locally certified Fine Arts teacher. The Team would fully support this application.

Four formal report cards are provided throughout the school year. Parent-Teacher interviews are held after the first and third report cards. Copies of the report card are placed in the student record files.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*

- (i) hours of work,*
- (ii) the duties of the British Columbia Certified Teacher,*
- (iii) the teaching assignment,*
- (iv) accommodation provided or available,*
- (v) an estimate of the cost of living in the area where the School is located;*
- (vi) length of school day,*
- (vii) length of School Year,*
- (viii) salary and benefits, and*
- (ix) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The Team examined teacher contracts in detail and notes that the written contract outlines the terms and conditions of their employment at SCHS. The contracts include the length of day, teaching assignment, accommodations, travel allowance, extracurricular responsibilities, salary and benefits for BC teachers. The Team is satisfied that the employment contracts are thorough and meet all the required terms as mandated by Ministry of Education.

The Team confirms that the school complies with the *Freedom of Information and Protection of Privacy Act*, R.S. B.C 1996 c. 186 by having signed written consent for each staff member and student enrolled in Grades 10-12.

The school has a teacher orientation program in place. New teachers are typically given pre-departure orientation in Canada and once they arrive in Wujiang, are given an escorted tour of their accommodations, school and city.

A part of the SCHS web site also has information for teachers to access. This provides teachers with practical advice on school rules, cultural practices and professional responsibilities.

The School's Principal and Vice-Principal make every effort to support teachers with any matters of concern that arise. The Team notes the School's commitment to making certain all teachers are properly informed and satisfied with their SCHS experience.

- 17.** *The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School's computer and internet infrastructure is reliable and consistent. The school presently uses four computer labs located in the academic building with approximately 120 computers for students to access and work with both on and off line. SCHS has the capacity to greatly increase the number of computer labs, if and when necessary, and there are current plans to add two more computer labs.

SCHS uses the Windsor TESS program for administrative purposes. They are able to transfer all necessary data; 1701, 1704, TRAX data, e-exam registration and BC teacher registration data. However, the Team notes that according to the Principal, the TESS (Windsor) program is inadequate and they are looking for another more suitable software program.

The Team also notes that the School has had no major difficulties with data transfers to the BC Ministry of Education. The administration is confident that they will be able to efficiently and competently transfer electronic information to the BC Education Ministry in 2012 when it delivers electronic exams in English 10 and 12, Math 10, Science 10, Socials 11, Mathematics 12, Physics 12, Biology 12, Chemistry 12 and Mandarin 12.

Every teacher and administrator has been provided with a computer and internet access. The School's computer labs have internet access and printing capability. These labs have the capability of providing student access to e-exams.

- 18.** *The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies*
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and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.

SCHS has a comprehensive policy manual as well as staff, student and parent handbooks. Policies and procedures deal with admissions, parent appeals, student discipline, academic requirements, supervision, safety and emergency procedures, teacher code of conduct, teacher duties, teacher professionalism and evaluation. The Parent Handbook is published in Mandarin and English.

- 19.** *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act, and enactments referred to in that order.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4 credit courses. The Team confirms that the Certified BC Program meets the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act*, and enactments referred to in that order.

- 20.** *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act.*

Not applicable – the SCHS Certified BC Program enrolls students in the BC Graduation Program (Grades 10-12)

- 21.** *The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the **Ministerial Order 205/95, the Graduation Requirements Order** enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in **Ministerial Order 302/04, the Graduation Program Order** enacted under the School Act.*

All students are enrolled in the 2004 BC Graduation Program and this is the School's ninth year operating under the Certified BC Program.

Some courses are offered on a linear basis and others are semestered. Students in Grade 10 are enrolled in Communications 10A (BAA course YESFL10A), English 10, Social Studies 10, Foundations of Math and Pre-Calculus 10, Business Education General 10, Science 10, Planning 10, Drama General 10, Fine Arts General 10 and PE 10 with BC certified teachers and Mandarin 10 with locally certified teachers.

BC certified teachers are responsible for English 11, Communications 11, Social Studies 11, Pre-Calculus 11, Science 11 (Biology 11, Chemistry 11, Physics 11, Science and Technology 11), PE 11, Theatre Performance Arts 11, Fine Arts 11, Theatre Production 11, Theatre Production/Theatre Management 11. The locally certified teachers are responsible for Mandarin 11 and Fine Arts 11. Students in Grade 12 are enrolled in English 12, Communications 12 and Grad Transitions, along with sufficient electives such as Mandarin 12, Math 12, Calculus 12, Chemistry 12, Physics 12, Biology 12, PE 12, Art Foundations 12, Theatre Production 12, Theatre Performance Arts 12, Fine Arts 12 and Mandarin 12. Students are enrolled in Communications and English and have a double block of English 12 in order to facilitate further English skills enhancement and success.

Distributed Learning (DL) courses are offered through Kamloops School District #73. They include: accounting courses named Business Ed. 11 and Business Ed. 12, Calculus 12, ESL 10 Online and Equine Studies 11. The riding portion of Equine Studies is carried out under the supervision of professional instructors. All of the DL courses are 4 credits.

Graduation Transitions begins in Grade 10. The Team observed Planning 10 classes where students were involved in goal setting activities including what is required for graduation. By the end of Grade 12, a Graduation Transitions plan is completed and contains comprehensive data including healthy living, financial planning components and an exit interview. The Academic Advisor coordinates the volunteer aspect of the plan. In Grades 10, 11 and 12 the students meet their Daily Physical Activity requirement through PE classes and, for many students, involvement in extra-curricular sports programs. The Academic Advisor will also assist with the coordination of university and college visits to SCHS.

The courses offered will enable students to meet the requirements of the Graduation Program Order by the end of their Grade 12 year.

The Team commends the School for the rapport among teachers and students which creates a strong learning environment and a student-centered approach that is conducive for learning to flourish.

22. The Authority must

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team confirms that thorough and comprehensive course overviews have been

developed for all Certified BC Program courses. These overviews include content, teaching strategies, assessment and evaluation methods that link with the British Columbia learning outcomes. Many SCHS teachers were observed using various forms of rubrics and students were familiar with this as an assessment tool. The Team commends the teachers for the collaborative development of course overviews linking content, planning for assessment (teaching strategies) and achievement indicators (assessment methods) to the Ministry PLOs.

The Team would encourage teachers to continue to find additional ways to celebrate their students' success. These ways to celebrate success could include ongoing classroom and hallway wall displays of students' work, postings of work on line, presentations at assemblies, and presentations to other Certified BC Program or ESL classes.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.*

The Team wishes to note and commend the collegial environment among SCHS staff that is the cornerstone for creating a professional student centered learning community. Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of Sino-Canada High School is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team observed the teachers employing a variety of strategies which enable students to be actively involved in class discussions, presentations, group work, individual assignments and teacher directed instruction. The Team observed students engaged in the delivery of lessons and eager to participate. The Team commends the teachers for their level of professional collaboration in focusing professional development around creating common assessment strategies and overall teaching plans.

Students have opportunities to participate in a wide range of extracurricular activities and this has most certainly contributed to the atmosphere and positive learning environment evident at SCHS. Worthy of note is the work being done with a local orphanage as well as the migrant workers' school. The Team commends the administration and staff of SCHS for an extra-curricular program which is providing a rich variety of student activities.

- 24.** *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The student report card from SCHS is printed in English and reports on all subjects including exempted courses taught in Mandarin. The SCHS report card includes data such as percentages, letter grades, attendance and comments. Letter grades and percentages follow BC specifications.

Report cards are issued four times a year and are sent home to parents. Teachers and administration feel that they are continuing to build solid lines of communication with both students and parents. Parent-Teacher interviews are held in November and April. Parents of ESL students receive reports more frequently, as required.

The Team notes that the SCHS administration is working hard to ensure that report cards, newsletters and other important school bulletins do get home to parents and that good parent communication continues to be a priority.

The Team was given information by the Principal that indicates SCHS students' exam marks are competitive with other offshore schools as well as with BC onshore schools.

- 25.** *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the Certified BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms. English language assessment scores have been included in each student record.

Student files are kept in a secure cabinet in the administration office. The Principal and his assistant are responsible for maintaining and updating the student records. Student files are complete and in good order, including such items as filed copies of previous report cards.

- 26.** *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Team verifies that there is an excellent policy and process in place for the evaluation of teachers. Evaluations take place each of three years that a new teacher is at SCHS. After the third year, evaluations will take place every three years unless otherwise requested by a teacher or deemed necessary by the Principal. The Team encourages regular and ongoing evaluation of teaching staff to remain a priority.

Teacher files contain copies of BCCT or Office of the Inspector of Independent School Certification, criminal record checks and teacher contracts.

The Team verifies that a written Principal evaluation by the BC Agent had taken place last year.

Extensive and detailed employment contracts are also included in all teacher files.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, teacher certification and student academic achievement. All items have been inspected to determine if the School meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

SCHS has a positive record of assisting students in acquiring Canadian Study Permits and tracking graduates in post-secondary studies. The Team has every reason to expect that these practices will be continued at SCHS.

SCHS has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program.

C: Report Summary – Commendations and Recommendations

Commendations

The Team thanks SCHS for the cooperation received during the time of the inspection and commends the Authority, Principal and staff of Sino-Canada High School for the following:

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1. The collegial environment among staff that is the cornerstone for creating a professional student centered learning community in any school.
2. The support of the School Authority in addressing the educational needs of the Certified BC Program.
3. An extra-curricular program which is providing a very rich variety of student activities.
4. The professional development taking place within the various department levels.
5. The course overviews which demonstrate linkage to the Ministry PLO's and collaborative planning.
6. The Principal's leadership in having other BC offshore principals meet at the Sino Canada campus to discuss matters of common concern.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a written plan and timeline for proposed implementation of the following items:

1. To ensure a sufficient student proficiency in English, the School Administration needs to continue to look at ways of revising their English assessment tool in order to include, where possible, a speaking component that will be administered by BC Certified or ESL Certified Teachers.
2. The School Authority needs to encourage the process of restructuring the library so that it includes an informational retrieval resource with computer work stations for individual students, teachers and classes to use.
3. The School Authority needs to address the lack of appropriate science lab equipment. The lack of this equipment is effecting the delivery of some of the prescribed learning outcomes in the Science Program.
4. The School Authority needs to repair walking areas so that they are safe for students to walk on at all times of the day and evening.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Sino Canada High School be recognized as a British Columbia Certified Program.

**Certification Status Inspection Report
for
Sino Canada High School (Wujiang)**

**Wujiang City, Jiangsu Province
People's Republic of China**

November 23-25, 2011

A. Introduction

On November 23-25, 2011, a Certification Status Inspection was completed on the British Columbia Program offered at the Sino Canada High School (SCHS) in Wujiang, Jiangsu Province, People's Republic of China. The purpose of this inspection was to determine whether the requirements, according to the *Offshore School British Columbia Certification Status Agreement* continue to be met.

The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Certification Status Offshore Agreement, consisted of Mr. Gerry Olund and Mrs. Rita Smith. The inspection team was chaired by Mr. Gerry Olund. Both team members have considerable experience in school evaluations in British Columbia and Offshore Programs in China.

The School has a current enrolment of 823 students, of which 413 are enrolled in Grade 10, 239 in Grade 11 and 171 in the Grade 12 BC Graduation program.

The Authority for the operation of the SCHS is the Sino Canada High School (Suzhou).

The Team was most appreciative of the warm welcome and hospitality offered by the School Authority and the BC Principal as well as administrative, teaching and support staff, SCHS students and the BC Agent. Every effort was made to be co-operative, helpful and accommodating to the Team and particularly well organized supporting documents were made available for the Team's perusal. The visit began with a brief staff meeting on Wednesday afternoon to introduce the Team members and apprise the staff of the purpose of the inspection, the evaluation process, the scope of the Team's mandate and the procedure the Team planned to follow during its visit. This was followed by a brief tour of the school and a social dinner with the staff.

For the next two days the Team's time was spent in observation of classroom instruction and administrative procedures. It held discussions with the BC Principal and Vice-Principal, teachers, support staff and students. The Team reviewed yearly course overviews, unit plans, daily lesson plans, resources, student work, policies and administrative records, all of which were readily available. At the conclusion of its visit the Team again met with the School Authority, the BC Principal, the BC Agent and the staff to thank them for their cooperation during the visit and to share the Team's findings and summarize some of its observations.

B: British Columbia Offshore Program Requirements for Maintaining

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Certification

1. *The Authority must have:*
 - (a) *operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,*
 - (b) *provided a British Columbia Program for a minimum of six months prior to applying for Certification, and*
 - (c) *received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.*

A Candidate status inspection was completed for SCHS on June 12, 2002 after which the Authority was granted Candidate Status by the Ministry of Education in December, 2003. BC Certification was granted in April 2004 after a successful certification inspection.

The current Offshore School BC Program Certification Agreement was amended to enable the Kamloops School District Business Company to provide some courses by means of Distributed Learning. The School Authority signed the amended Agreement during the inspection visit in November of 2010.

2. *The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.*

SCHS's application to operate as a school was approved by the Jiangsu Provincial Government of the People's Republic of China on June 13, 2003. The Team was able to verify that a copy of the Memorandum of Understanding was signed on March 17th, 2004 indicating that approval of the appropriate local governments to seek BC certification of its program was received. The School operates six buildings as boarding facilities which house some 800 students for B.C. Program students as well as for students attending the other programs that the Authority operates. The Team also reviewed Chinese documents and confirmed that the school complies with the health regulations of Wujiang municipality.

3. *The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.*

Dr. Betty Boulton has been appointed by the Authority as the British Columbia Agent for SCHS. A letter from the Executive Director, International Programs and Inspector of Independent Schools dated May 15, 2008 verifies that Dr. Boulton meets all the qualifications of a BC Agent as set out in Section 5.01 of the Offshore School British Columbia Program Certification Status Agreement. She supports the school by

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recommending, acquiring and delivering learning resources as well as teachers. The Team would like to thank Dr. Boulton for her organizational skills and assistance in helping with this inspection.

4. *The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.*

The SCHS campus is located on a large property and is secured with fencing and gates in a very rapidly growing part of Wujiang.

The educational center contains the administration offices, thirty-three classrooms and specialty rooms that include two science laboratories, an art room and dance studio, a drama room, two multimedia theatres, a library, four computer laboratories and a multi court gymnasium and recreational facility. The campus also has a 400 meter all-weather track, complete with artificial turf within the soccer oval, as well as two tennis courts and outside basketball courts. With the exception of some resources (see Article #11), the facilities are adequate to deliver the BC program.

One hundred percent of SCHS students live in the dormitories. Many go home to nearby homes on the weekends. Dormitory rooms are currently shared with two, and sometimes three, students per room. The dormitories have one supervisor on each floor. The School provides appropriate supervision and monitoring to ensure that these facilities are safe for students. While the Team was present on campus, ground was broken for the completion of two additional dormitories in order to accommodate future predicted growth.

The dormitories and the cafeteria style restaurants are spread out on the campus grounds and students need to walk across the campus to reach these restaurants. The Team notes uneven pavement and concrete along various walkways on the campus and these are potential safety issues.

RECOMMENDATION: to repair student walking areas so that they are safe for students to walk on at all times of the day and evening.

The administrative building has many bright, large hallways and most classrooms are large, well lit and well-ventilated. Rooms have white boards and some classrooms have an overhead LCD projection unit and screen.

SCHS has on-site medical services with a resident doctor and clinic available to students. SCHS also has a large maintenance and custodial staff. Cleaning of buildings and inspection and maintenance of the grounds is done on a regular basis. The Team observed the maintenance staff working during their visit and notes an acceptable level of cleanliness within the various school buildings. However, this could be improved on with greater efforts and assistance from the student body, especially in classrooms.

The Team is satisfied that the present school facilities are adequate to meet the requirements for the instruction of programs currently being offered and for longer term future growth of the school which possibly could include a language center, an additional Fine Arts area, a new theatre and more dormitories. The Team would like to note and commend the obvious support of the School Authority in addressing the educational needs of the Certified BC Program. With this in mind, the Team recommends that the School Authority consider the development of a comprehensive five year plan for future school growth and expansion.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

The Authority provided the Team with a detailed Inspection Catalogue as required. A Student/Parent Handbook and a Staff Handbook were available for the Team's perusal. The Student/Parent Handbook is also available as an edited Mandarin version for parents. BC Permanent Student Records are stored electronically in the Harts TESS system. Paper files are stored in the School's administration office in locked filing cabinets. The School is prepared for the transfer of all data relating to the registration of students and exam marks. All records and reports are available in English. Administration and staff use the TESS system to transmit data to the Ministry.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The Team notes that a dedicated portion of the SCHS website is in English and lists information about the School's educational philosophy, staff, professional development, counselling, teaching, discipline, student conduct, evaluation and reporting. The website also has back copies of the monthly school newsletter which is organized and published through the efforts of the Academic Advisor in consultation with the administration.

After reviewing the information outlined in the School's promotional materials, including the website, and talking to members of the administration, the Team determines that the claims currently made by the school regarding the academic programs offered, student accommodation, fees and school policies are consistent with the School's practice.

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, student registration fees and exam fees as set out in Schedule "C".*

The Team confirms that the Authority has paid all required fees relating to inspection costs, student registration and exam fees as set out in Schedule 'C'.

8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.*

Currently SCHS provides a BC Certified Grades 10, 11 and 12 Program. The Team verifies that all courses are taught in English with the exception of Mandarin 10, 11 and 12 and that approval for the exemptions has been granted in writing by the Inspector. The Principal oversees the exempted courses. Written exemption has also been given for Art 10, 11 and 12 however, the Team notes that these Art courses are currently being taught in English by a locally certified Chinese teacher.

9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.*

The School has developed an English placement test based on a combination of several provincial assessments from across Canada and an adapted Cambridge Test. Components include reading, writing and listening. The School also uses an online assessment from *Bridge to Learning*.

Recommendation: To ensure that students entering the Certified BC Program have a sufficient proficiency in English, the School Administration needs to continue to revise their English assessment tool in order to include, where possible, a speaking component that will be administered by BC certified or ESL certified teachers.

10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.*

The School offers three levels of ESL for students applying to enter the Certified BC Program. Students who achieve less than 35% on the English placement test are enrolled in the first level of the ESL language acquisition program which includes basic English Foundations. Students may spend up to one year at this level. Students in the second ESL level are those who achieve between 35-45% on the English placement test. They are enrolled in English Foundations BC and take this more advanced English course along with Grade 10 PE. This level is also designed as a one year program following which most students move to a BAA course called Communications 10. The third level is for students with over 45% on the English placement test. They are enrolled in Communications 10 for one year (240 hours-four credits) and other Grade 10

courses excluding English 10 and Socials Studies 10. They are required to pass Communications 10 before taking English 10 or Socials Studies 10.

At the end of the first semester, in any one of the three levels of ESL, students may be identified by the BC certified teachers as able to move to the next level. English 10 and Socials Studies 10 are offered in the second semester to accommodate this movement. The Principal indicates that about 10% of students move by the end of the first semester.

Students in the Certified BC Program who do not complete the graduation requirements may complete their Chinese diploma.

11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.*

The Team observed that teachers are aware of and using appropriate resources to aid in the delivery of the BC curriculum. Core and non-core subject teachers are familiar with the computer resources available to them in their classrooms and in the school.

The Team notes that resources, particularly equipment for the Science labs, are limited and, in some cases, may be insufficient to address Ministry PLOs effectively. It is also noted that in some other courses there are not enough text books to enable students to have their own copy. Teachers may have to combine resources to make up a class set. SCHS will need to continue to work to obtain and improve on the educational resources which are essential for providing a complete and challenging educational program.

Recommendation: The School Authority needs to address the lack of Science lab equipment appropriate for delivery of the Certified BC Program requirements and continue efforts to provide sufficient text books for other courses.

The School has four computer labs shared with the Chinese school. Students are able to access the internet to work on assignments and projects. The computers have printing capability to a central printer in each lab.

The Team notes that the School Authority and the administrative team are in the process of addressing the need for further development of the school library. The development of the library should be a major priority for Sino Canada.

Recommendation: The School Authority needs to include library restructuring as part of a comprehensive school plan so that it includes an informational retrieval resource with computer work stations for individual students, teachers and classes.

12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the Teaching*

Profession Act or an unrestricted Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.

The Principal is in his ninth year as Principal of SCHS. He holds a current certificate of qualifications issued under the Teaching Profession Act.

The Principal has been given 100% administrative time to manage the daily operations of the school. He has 43 years of experience both as a teacher and an administrator. He capably oversees all teachers, additional ESL support staff, administrative staff and is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development and other requirements as established by the British Columbia Ministry of Education.

In his present role he is supported by the Vice-Principal and the BC Agent, as well as secretarial staff and translation support to facilitate regular communication with the Chinese Principal. The Principal meets with the various administrative support staff regularly to discuss the British Columbia and the Chinese programs, student life, maintenance and other related issues. The Principal and Vice-Principal also meet weekly with SCHS department heads and have monthly meetings with the staff.

The BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Certification Agreement. He has a seat on and is a voting member of the SCHS Board of Directors. The Team would also like to commend the Principal for his leadership in organizing meetings of other BC offshore principals at the Sino Canada campus in order to discuss matters of common concern.

- 13.** *The Principal and all British Columbia Certified Teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86 and any other appropriate background checks required to ensure good character and fitness to be a teacher.*

All of the B.C. Certified Teachers and the Principal have undergone a successful criminal record check by virtue of the current certification process through either the British Columbia College of Teachers (BCCT) or the office of the Inspector of Independent Schools (OIS).

- 14.** *(a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.*

(b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers to teach the

British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.

The Graduation Program (Grades 10, 11 & 12) is being delivered by 35 teachers including the Principal. With the exception of one exempted teacher, all teachers have a valid BCCT certificate. Locally certified teachers provide instruction in Mandarin 10, 11 and 12.

- 15.** *The Authority must ensure that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.*

The Team confirms that only BC certified teachers plan, evaluate, provide instruction and prepare progress reports to parents or legal guardians of students enrolled in the Certified BC Program. For the approved exemptions, Chinese certified teachers fulfill this requirement. The Principal is planning to apply for certification from the BC OIIS for the locally certified Fine Arts teacher. The Team would fully support this application.

Four formal report cards are provided throughout the school year. Parent-Teacher interviews are held after the first and third report cards. Copies of the report card are placed in the student record files.

- 16.** *The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes the following information:*
- (i) hours of work,*
 - (ii) the duties of the British Columbia Certified Teacher,*
 - (iii) the teaching assignment,*
 - (iv) accommodation provided or available,*
 - (v) an estimate of the cost of living in the area where the School is located;*
 - (vi) length of school day,*
 - (vii) length of School Year,*
 - (viii) salary and benefits, and*
 - (ix) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).*

The Team examined teacher contracts in detail and notes that the written contract outlines the terms and conditions of their employment at SCHS. The contracts include the length of day, teaching assignment, accommodations, travel allowance, extracurricular responsibilities, salary and benefits for BC teachers. The Team is satisfied that the employment contracts are thorough and meet all the required terms as mandated by Ministry of Education.

The Team confirms that the school complies with the *Freedom of Information and Protection of Privacy Act*, R.S. B.C 1996 c. 186 by having signed written consent for each staff member and student enrolled in Grades 10-12.

The school has a teacher orientation program in place. New teachers are typically given pre-departure orientation in Canada and once they arrive in Wujiang, are given an escorted tour of their accommodations, school and city.

A part of the SCHS web site also has information for teachers to access. This provides teachers with practical advice on school rules, cultural practices and professional responsibilities.

The School's Principal and Vice-Principal make every effort to support teachers with any matters of concern that arise. The Team notes the School's commitment to making certain all teachers are properly informed and satisfied with their SCHS experience.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.*

The School's computer and internet infrastructure is reliable and consistent. The school presently uses four computer labs located in the academic building with approximately 120 computers for students to access and work with both on and off line. SCHS has the capacity to greatly increase the number of computer labs, if and when necessary, and there are current plans to add two more computer labs.

SCHS uses the Windsor TESS program for administrative purposes. They are able to transfer all necessary data; 1701, 1704, TRAX data, e-exam registration and BC teacher registration data. However, the Team notes that according to the Principal, the TESS (Windsor) program is inadequate and they are looking for another more suitable software program.

The Team also notes that the School has had no major difficulties with data transfers to the BC Ministry of Education. The administration is confident that they will be able to efficiently and competently transfer electronic information to the BC Education Ministry in 2012 when it delivers electronic exams in English 10 and 12, Math 10, Science 10, Socials 11, Mathematics 12, Physics 12, Biology 12, Chemistry 12 and Mandarin 12.

Every teacher and administrator has been provided with a computer and internet access. The School's computer labs have internet access and printing capability. These labs have the capability of providing student access to e-exams.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies*
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and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.

SCHS has a comprehensive policy manual as well as staff, student and parent handbooks. Policies and procedures deal with admissions, parent appeals, student discipline, academic requirements, supervision, safety and emergency procedures, teacher code of conduct, teacher duties, teacher professionalism and evaluation. The Parent Handbook is published in Mandarin and English.

- 19.** *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act, and enactments referred to in that order.*

All courses listed on the timetable indicate sufficient time has been allocated to meet the Ministry requirements for 4 credit courses. The Team confirms that the Certified BC Program meets the subject, instructional time and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act*, and enactments referred to in that order.

- 20.** *The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of **Ministerial Order 41/91, the Educational Standards Order** enacted under the Independent School Act.*

Not applicable – the SCHS Certified BC Program enrolls students in the BC Graduation Program (Grades 10-12)

- 21.** *The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the **Ministerial Order 205/95, the Graduation Requirements Order** enacted under the School Act, and for students entering Grade 10 on or after July 1, 2004, as specified in **Ministerial Order 302/04, the Graduation Program Order** enacted under the School Act.*

All students are enrolled in the 2004 BC Graduation Program and this is the School's ninth year operating under the Certified BC Program.

Some courses are offered on a linear basis and others are semestered. Students in Grade 10 are enrolled in Communications 10A (BAA course YESFL10A), English 10, Social Studies 10, Foundations of Math and Pre-Calculus 10, Business Education General 10, Science 10, Planning 10, Drama General 10, Fine Arts General 10 and PE 10 with BC certified teachers and Mandarin 10 with locally certified teachers.

BC certified teachers are responsible for English 11, Communications 11, Social Studies 11, Pre-Calculus 11, Science 11 (Biology 11, Chemistry 11, Physics 11, Science and Technology 11), PE 11, Theatre Performance Arts 11, Fine Arts 11, Theatre Production 11, Theatre Production/Theatre Management 11. The locally certified teachers are responsible for Mandarin 11 and Fine Arts 11. Students in Grade 12 are enrolled in English 12, Communications 12 and Grad Transitions, along with sufficient electives such as Mandarin 12, Math 12, Calculus 12, Chemistry 12, Physics 12, Biology 12, PE 12, Art Foundations 12, Theatre Production 12, Theatre Performance Arts 12, Fine Arts 12 and Mandarin 12. Students are enrolled in Communications and English and have a double block of English 12 in order to facilitate further English skills enhancement and success.

Distributed Learning (DL) courses are offered through Kamloops School District #73. They include: accounting courses named Business Ed. 11 and Business Ed. 12, Calculus 12, ESL 10 Online and Equine Studies 11. The riding portion of Equine Studies is carried out under the supervision of professional instructors. All of the DL courses are 4 credits.

Graduation Transitions begins in Grade 10. The Team observed Planning 10 classes where students were involved in goal setting activities including what is required for graduation. By the end of Grade 12, a Graduation Transitions plan is completed and contains comprehensive data including healthy living, financial planning components and an exit interview. The Academic Advisor coordinates the volunteer aspect of the plan. In Grades 10, 11 and 12 the students meet their Daily Physical Activity requirement through PE classes and, for many students, involvement in extra-curricular sports programs. The Academic Advisor will also assist with the coordination of university and college visits to SCHS.

The courses offered will enable students to meet the requirements of the Graduation Program Order by the end of their Grade 12 year.

The Team commends the School for the rapport among teachers and students which creates a strong learning environment and a student-centered approach that is conducive for learning to flourish.

22. The Authority must

- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and*
- (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.*

The Team confirms that thorough and comprehensive course overviews have been

developed for all Certified BC Program courses. These overviews include content, teaching strategies, assessment and evaluation methods that link with the British Columbia learning outcomes. Many SCHS teachers were observed using various forms of rubrics and students were familiar with this as an assessment tool. The Team commends the teachers for the collaborative development of course overviews linking content, planning for assessment (teaching strategies) and achievement indicators (assessment methods) to the Ministry PLOs.

The Team would encourage teachers to continue to find additional ways to celebrate their students' success. These ways to celebrate success could include ongoing classroom and hallway wall displays of students' work, postings of work on line, presentations at assemblies, and presentations to other Certified BC Program or ESL classes.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,*
- (ii) that includes the Provincial Examinations, and*
- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.*

The Team wishes to note and commend the collegial environment among SCHS staff that is the cornerstone for creating a professional student centered learning community. Through classroom visits and observation of student work and teachers' records of assessment, the Team confirms that the staff of Sino-Canada High School is providing appropriate assessment that demonstrates progress in intellectual, human, social and career development. The Team observed the teachers employing a variety of strategies which enable students to be actively involved in class discussions, presentations, group work, individual assignments and teacher directed instruction. The Team observed students engaged in the delivery of lessons and eager to participate. The Team commends the teachers for their level of professional collaboration in focusing professional development around creating common assessment strategies and overall teaching plans.

Students have opportunities to participate in a wide range of extracurricular activities and this has most certainly contributed to the atmosphere and positive learning environment evident at SCHS. Worthy of note is the work being done with a local orphanage as well as the migrant workers' school. The Team commends the administration and staff of SCHS for an extra-curricular program which is providing a rich variety of student activities.

- 24.** *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

The student report card from SCHS is printed in English and reports on all subjects including exempted courses taught in Mandarin. The SCHS report card includes data such as percentages, letter grades, attendance and comments. Letter grades and percentages follow BC specifications.

Report cards are issued four times a year and are sent home to parents. Teachers and administration feel that they are continuing to build solid lines of communication with both students and parents. Parent-Teacher interviews are held in November and April. Parents of ESL students receive reports more frequently, as required.

The Team notes that the SCHS administration is working hard to ensure that report cards, newsletters and other important school bulletins do get home to parents and that good parent communication continues to be a priority.

The Team was given information by the Principal that indicates SCHS students' exam marks are competitive with other offshore schools as well as with BC onshore schools.

- 25.** *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

Students enrolled in the Certified BC Program have been provided with a Ministry PEN number and have been reported to the province with the appropriate Ministry forms. English language assessment scores have been included in each student record.

Student files are kept in a secure cabinet in the administration office. The Principal and his assistant are responsible for maintaining and updating the student records. Student files are complete and in good order, including such items as filed copies of previous report cards.

- 26.** *The Authority must have Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site British Columbia Certified Teacher files should also include copies of British Columbia Certificates of Qualification, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.*

Teacher evaluation policies are in place and have been communicated to all staff. The Team verifies that there is an excellent policy and process in place for the evaluation of teachers. Evaluations take place each of three years that a new teacher is at SCHS. After the third year, evaluations will take place every three years unless otherwise requested by a teacher or deemed necessary by the Principal. The Team encourages regular and ongoing evaluation of teaching staff to remain a priority.

Teacher files contain copies of BCCT or Office of the Inspector of Independent School Certification, criminal record checks and teacher contracts.

The Team verifies that a written Principal evaluation by the BC Agent had taken place last year.

Extensive and detailed employment contracts are also included in all teacher files.

- 27.** *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.*

The Team inspected the Authority's facilities, grounds, equipment used in conjunction with delivering parts of the British Columbia Program, records, administration, operations, teacher certification and student academic achievement. All items have been inspected to determine if the School meets the requirements of the Agreement for the certification of the BC program and to ensure continuity and sustainability for the delivery of the program.

- 28.** *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.*

SCHS has a positive record of assisting students in acquiring Canadian Study Permits and tracking graduates in post-secondary studies. The Team has every reason to expect that these practices will be continued at SCHS.

SCHS has collected the form entitled, "Consent to Collect, Use and Disclose Personal Information," for all students in the BC Program.

C: Report Summary – Commendations and Recommendations

Commendations

The Team thanks SCHS for the cooperation received during the time of the inspection and commends the Authority, Principal and staff of Sino-Canada High School for the following:

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1. The collegial environment among staff that is the cornerstone for creating a professional student centered learning community in any school.
2. The support of the School Authority in addressing the educational needs of the Certified BC Program.
3. An extra-curricular program which is providing a very rich variety of student activities.
4. The professional development taking place within the various department levels.
5. The course overviews which demonstrate linkage to the Ministry PLO's and collaborative planning.
6. The Principal's leadership in having other BC offshore principals meet at the Sino Canada campus to discuss matters of common concern.

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2012 the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a written plan and timeline for proposed implementation of the following items:

1. To ensure a sufficient student proficiency in English, the School Administration needs to continue to look at ways of revising their English assessment tool in order to include, where possible, a speaking component that will be administered by BC Certified or ESL Certified Teachers.
2. The School Authority needs to encourage the process of restructuring the library so that it includes an informational retrieval resource with computer work stations for individual students, teachers and classes to use.
3. The School Authority needs to address the lack of appropriate science lab equipment. The lack of this equipment is effecting the delivery of some of the prescribed learning outcomes in the Science Program.
4. The School Authority needs to repair walking areas so that they are safe for students to walk on at all times of the day and evening.

D: Summative Recommendation

The Offshore Inspection Team recommends to the Inspector of Independent Schools that, contingent on responding to the above recommendations to the satisfaction of the Inspector of Independent Schools, the British Columbia Program offered at Sino Canada High School be recognized as a British Columbia Certified Program.

Certification Status Monitoring Inspection Report
on
Dalian Maple Leaf International School
Dalian, Liaoning Province,
People's Republic of China
November 30 –December 2, 2011

A. Introduction

Dalian Maple Leaf International School – BC Program (DMLIS) is located in the Maple Leaf Educational Park, Jinshitan National Holiday Resort, and Dalian City, Liaoning Province in the People's Republic of China. Currently, there are 2858 students enrolled in the BC Graduation program. Over 90% of the students attending DMLIS live in the dormitories.

The monitoring inspection team (the Team) consisting of Cathy Lowenstein, Marcelle DeFreitas and Raymond Sutton visited the school for three days, November 30 through December 2, 2011. The Team was appointed in accordance with Section 8 of the Offshore School Certification Status Agreement, which authorizes the Inspector of Independent Schools to conduct an evaluation of the school.

The Team was asked, by the Office of the Inspector of Independent Schools, to focus on English, Social Studies and ESL during the course of the monitoring visit.

The Team met with the BC Agent, who also serves as the Superintendent of the Maple Leaf Schools, the school administration and staff. A number of classrooms were visited to review course planning and instruction.

The Team expresses its appreciation to the school administration for being well prepared for the inspection and for the cooperation and hospitality shown to the Team during their time at the school.

The previous inspection, in November 2010, identified items requiring a response from the school. The school has addressed all of the recommendations in writing to the Office of the Inspector of Independent Schools.

Two program changes have taken place this school year. Firstly, because Grade 12 provincial exams, with the exception of English 12, have been eliminated, all courses with the exception of AP courses and Mandarin have been semestered. Secondly, in order to increase the amount of English language instruction time, changes have been made at two of the Grade 10 entry levels. Starting this year students do not take any Chinese courses or Introduction to Literature 10 at the "Foundations" level. Students in the "Bridging" year no longer take English 10.

The position of Registrar has been added to the administrative structure of DMLIS. The Registrar is responsible for a number of functions previously handled by the principal or one of the vice principals. These include: communicating with the BC Ministry of Education on enrolment and TRAX, organizing substitute teachers, student records, timetabling and scheduling.

Administration

DMLIS is one school that operates on two campuses one for boys and one for girls. The Principal, an experienced BC certified educator, is in his second year as principal at DMLIS. He is assisted by two vice principals one for each campus and a registrar. Department heads and coordinators ensure the delivery of instruction and support is effective throughout the school. In addition to the school based administrators, the Maple Leaf Schools employ a number of coordinators who work with all the schools in the system.

The school has department heads who take responsibility for managing the educational program within the various departments. Responsibilities are well defined and understood. The administration team meets regularly with the department heads as well as with the BC Agent.

In addition to the BC administration, a Chinese administration manages many of the other responsibilities that are ancillary to the delivery of the BC program. There is good communication between the various administrative components that serve the students at DMLIS. The position of Assistant Headmaster has recently been created to further enhance the communication between the BC Program and the Chinese school as well as to improve and coordinate the overall educational experience on the two campuses.

The Team confirms that the administrative structure at DMLIS adequately meets the needs of the school community.

B. Certification of Teachers

DMLIS employs 109 BC certified teachers. 103 of the teachers are BCCT certificated, four are certified by the Office of the Inspector of Independent Schools and two currently do not hold BC certification. Both of the teachers in question have applications with the BCCT and are currently working as TOCs with DMLIS. The school is awaiting their certification before the start of the next term so that they can be employed as full time classroom teachers.

The Authority is asked to confirm in writing before the end of January, when the next term starts, the status and role of the two teachers identified in appendix 1.

Two of the Independent School certified teachers hold subject certification. The Team confirms the teachers holding restricted certificates have appropriate teaching assignments. 36 of the teachers are new to the school this year.

The program of orientation provided by Dalian Maple Leaf Education Systems for new teachers remains excellent and includes assistance in Canada before departure, orientation to the school and community upon arrival in Dalian and ongoing support for the teachers and their families as they live and work at the school.

The files and contracts of all the new teachers were reviewed and were found to be fully in compliance with the expectations of the agreement.

The Team verified that a clearly stated policy of new staff evaluation is in place and is being followed. The process of staff evaluation includes a requirement that teachers provide an annual plan for professional growth.

C. Educational Program

English

There are seven courses available to students in the English program at DMLIS. English 10, 11, 12, English 12 Enriched, Communications 12 and two Board Authority Authorized courses, Introduction to Literature 10 and 11.

Students entering the BC program at the Grade 10 level enroll in either Introduction to Literature 10 or English 10. The Introduction to Literature course provides language skill development to prepare students for the BC program and is offered in the second semester of Grade 10 for this school year. Successful completion of English 10 leads to the Introduction to Literature 11 course. In the graduating year, English 12 is scheduled in semester one followed by Communications 12 in semester two.

Teachers work as teams within each of the grade levels to collaborate on strategies, which set the stage for success in teaching and learning. An experienced English specialist coordinates the design, review and delivery of curriculum for all Maple Leaf schools. The coordinator works with department heads and teachers at DMLIS to encourage and support meaningful collaboration and a systematic approach to the sequential development of skills. The Team observed sharing of professional expertise and a streamlined use of print resources across the graduation program levels.

Each grade level is led by a Department Head who facilitates meetings and on-line communication to share promising practices and plan for student success. Teachers share the responsibility for creating units of study and learning resources and post these on the school's server for all to access. Designed for ESL learners, the English curriculum at DMLIS overlaps, builds upon and repeats skills to support learners and ensure their success. The individual needs of second language learners are being addressed with an extensive use of diverse teaching strategies.

To nurture a love of reading, DMLIS has implemented a twenty-minute period at the beginning of each school day dedicated to silent and oral reading. Students are encouraged to read short stories and novels and are supervised by teachers who assist them in finding appropriate literature.

DMLIS continues to invest in technology as an important teaching tool. Lap tops have been purchased for each grade 10 student and are being used in a variety of ways in the English program. The Team observed students preparing oral presentations, writing narratives and reading on lap tops. The school has put procedures in place to ensure that students are using only school sanctioned search engines.

Assessment and evaluation is systematically monitored across the department and within each grade level. Common exams for all courses and all grades are in place and on-going cross-grading sessions have been implemented. Exemplars of student work are among the approaches used to streamline

assessment across the department. Mid-term and final exams are cross-graded and the Team was made aware of clearly articulated steps to ensure fair and equitable marking practices.

The Team observed consistency in course overviews and planning which were connected to the prescribed learning outcomes. Skills in grammar, vocabulary, oral language, reading and writing are integrated into planning. The Team observed collaborative lesson planning with prescribed learning outcomes fully integrated. Unit plans reflected the scope and sequence of skill development. Planning documents were comprehensive.

Language Electives Department

(DMLIS has continued to develop the way in which it supports ESL students. The primary focus of the department is to ensure that all learners have the opportunity to achieve success with English language acquisition and ultimately participate in the prescribed B.C. curriculum.

The Language Electives Department continues to be under the supervision of a language support services professional for the Maple Leaf School system. Her role is to provide direction to the school and mentorship to the language departments. The internal Language Electives Director and the department, manage all language support (ESL) at DMLIS. The department works regularly with three cohort leaders who provide direct support to teachers. The cohort leaders supervise English language arts, and social studies.

DMLIS is in its second year of using a Language Elective semester program to support English language learners. The program provides wide opportunities for students to acquire language competencies and prepares them to enter the B.C. graduation program.

Under this semester model, students have the ability, to complete the required curriculum and move onto the next level during the course of a school year. To best support students, the programs are divided into two leveled programs, which are called, Foundations and Bridging. The Foundations course includes two language arts electives, one grammar course, one communications course and one B.C class, which may include IT, drama and physical education. Students who start at the Foundations level will take four years to complete high school graduation requirements. The team saw evidence of a more integrated approach to teaching language acquisition, especially in the Foundations department.

The Bridging level, includes English language arts courses, introduction to social studies, and two B.C courses which may include IT, drama and physical education. Also included in the Bridging program is one Chinese course. Students in the Bridging program will complete the graduation requirements in 3.5 years.

The team commends DMLIS in piloting a new Fast Track program for students who are struggling with the basic Foundations program and have not been able to move ahead to the next level of language proficiency. The program incorporates a more thematic approach to teaching to try and engage students in a meaningful way that has relevance to their lives. The school plans to repeat the original placement test with these students during the year to assess growth and achievement.

At DMLIS, all students must enroll in a mandated summer school program before entrance into the high school. The summer course provides an introduction to the school as well as course delivery of reading, writing, social studies and one communication skills block. In addition, all students must take an English language proficiency test and participate in an oral interview prior to entrance into DMLIS. The scores on both entrance tests enables the Language Electives department to score each students level of English acquisition and to plan appropriately for their continued support and success.

To further support students who are struggling with English acquisition, a pilot program of online learning has been established to specifically support low performing students who have not passed the introduction to Literature and Literature 10 courses. The Ministry approved online learning (BC Online School) provides 40 hours per week of instructional time for four consecutive weeks. Students must take an entry exam to determine their level of English language. There are three levels of the online course offered. DMLIS has tracked student grades and has found that most students were able to improve their skills considerably. A select group of students successfully wrote the provincial exams in October 2011.

In addition, DMLIS has now begun to offer a unique program for prospective new students. Each student has the ability to register at DMLIS for the second semester of the grade 9 program. This is done in a concentrated effort to prepare students for the rigor and expectations of the grade10 curriculum.

Social Studies

The team observed a consistent and collaborative approach to the teaching of the Social Studies curriculum. The team had the opportunity to meet with the Social Studies Department regarding the delivery of curriculum, language acquisition of students and the assessment of student progress in relation to Ministry mandated learning outcomes.

The Social Studies department supports new teachers with curriculum, professional development and mentorship. The internal support throughout the department has helped faculty to significantly improve the educational offerings. Furthermore, the team saw evidence of student engagement and differentiated instructional strategies to effectively meet the needs of a wide range of learners.

The Social Studies department is comprised of a dedicated faculty who effectively share resources throughout the department. These resources have been built up extensively over the past several years. The Team saw evidence of thorough planning and delivery of curriculum. The Team reviewed detailed testing procedures and student grades. It was evident that provincially approved textbooks are being used in the classrooms. Course overviews at DMLIS indicate appropriate and relevant grade content. The Team acknowledges that although these course overviews vary in their format they do include course content, planning for assessment, achievement indicators and identifiable linkages to Ministry prescribed learning outcomes.

The Team saw evidence of faculty who were seamlessly integrating technology into the curriculum. The use of LCD projectors and white boards were being used in all classrooms as a tool for learning.

The school is to be commended for the establishment of a new board authority authorized course; International Relations 12. The course provides students with authentic connections to international issues while practicing oral language in public speaking and debating forums. In addition, the students have an opportunity to participate in national and international model UN conferences.

The Team commends DMLIS for the development of a cohesive department, which in turn has had a positive effect on teaching and learning.

D. Report Summary – Commendations and Recommendations

Commendations

- The Team expresses its appreciation to the school administration for being well prepared for the inspection and for the cooperation and hospitality shown the Team during their time at the school.
- The team commends DMLIS in piloting a new Fast Track program for students who are struggling with the basic Foundations program and have not been able to move ahead to the next level of language proficiency.
- The school is to be commended for the establishment of a new board authority authorized course; International Relations 12.
- The Team commends DMLIS for the development of a cohesive Social Studies department, which in turn has had a positive effect on teaching and learning.

Recommendations

The Authority is asked to confirm in writing before the end of January, when the next term starts, the status and role of the two teachers identified in appendix 1.

Summative Recommendation

The Inspection Team recommends to the Inspector of Independent Schools that the British Columbia Program offered at Dalian Maple Leaf International School continue to be recognized as a Certified British Columbia Program.

Appendix 1 Teacher Certification

The Authority is requested to inform the Office of the Inspector of Independent Schools the status of the following teachers before the start of the next school term.

Offshore British Columbia Graduation Program Certification Status Inspection Report

Canada Shandong Secondary School Offered at Shandong Taishan Middle School

**Taian, Shandong Province
People's Republic of China
November 24 & 25, 2011**

A. INTRODUCTION

On November 24 & 25, 2011, a Certification Status Inspection was completed on the British Columbia (BC) Graduation Program (the Program) offered at the Canada Shandong Secondary School (CSSS or the School), in Taian, Shandong Province, PRC. The purpose of this inspection was to determine whether the requirements according to the *Offshore School British Columbia Program Certification Status Agreement Certification Status Agreement* (the Agreement) had been met. The Inspection Team (the Team), appointed by the Inspector of Independent Schools in accordance with the Agreement, consisted of Mr. Chris Blesch and Mr. Ed Noot (chair).

The School has an enrolment of 36 students in Grades 10 and 11. The School plans to add Grade 12 in September, 2012 thereby allowing the current students to Graduate with the Dogwood Certificate. The Program is housed on the campus of Shandong Taishan Middle School, which offers the Chinese Graduation Program to approximately 3000 students in grades 10 - 12.

The Authority, who is responsible for the BC Program, has been confirmed as the Canada-Sino Education Exchange Centre (CSEEC). The Authority was represented during the on-site visit.

The Team would like to thank the CSSS and the Authority for their hospitality and preparedness for the inspection visit. The Principal, BC Agent and teachers were well prepared for this inspection visit.

B. BRITISH COLUMBIA OFFSHORE PROGRAM REQUIREMENTS

1. ***The Authority, subject to the prior written approval from the Province, must have***
 - (a) ***operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,***
 - (b) ***provided a British Columbia Program for a minimum of six months prior to applying for Certification, and***
 - (c) ***received verification from the Province that Candidate Status has***

been granted dated in the current School year or in the immediately preceding School year.

The Authority for the operation of the CSSS is the Canada-Sino Education Exchange Centre.

The Authority entered into an MOU with Taishan Middle School to offer the BC Program on their campus. The MOU between the Authority and the Taishan Middle School was signed in March of 2010.

The Shandong Taian Bureau of Education granted permission for the Authority to develop and operate a British Columbia Offshore School in cooperation with the Shandong Taishan Middle School in a letter dated August 9, 2010.

The School began offering classes in September, 2010 and received Candidate Status from the BC Ministry of Education (MoE) on November 16, 2010. CSSS received their initial certification on March 22, 2011.

CSSS has received verification Certification Status from the Province of British Columbia. The most recent certificate (#10396833) is valid through June 30, 2012.

- 2. The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.***

As noted above CSSS received approval from the Shandong Bureau of Education to offer the BC Program at Taishan Middle School.

- 3. The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.***

The Authority has contracted the services of Mr. Brian Fichter as the BC Agent. Mr. Fichter has been approved by the BC Ministry of Education for this role and he meets all of the requirements set out in paragraph 5 of this Agreement.

- 4. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.***

The CSSS is operating on the fifth and sixth floors of one of the instructional buildings on campus. Several classrooms as well as office space have been made available for the BC program. Two classrooms and a teacher workroom are available for use. Classrooms are equipped with computers and LCD projectors. The school has sufficient current access to a computer lab and science labs as well as a gym and various sports facilities including an artificial field and track.

The Team noted a letter on file indicating the full support of the Taishan Middle School in providing for the facilities needs of the BC Program as the Program expands to offer grades 11 and 12.

The Program may eventually move to another building on campus, or possible be housed in a new building planned for the campus.

The current facilities are adequate for the delivery of the BC program.

Most students (approximately 90%) in the BC Program live on campus in student dormitories with the exception of a few who live at their homes nearby.

5. *The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.*

Upon arriving at the school, the Team reviewed the previous certification inspection report recommendations with the BC Agent and Principal. **The School is to be commended for addressing these recommendations in a thorough and timely manner.**

The Authority provided the Team with a completed Inspection Catalogue as required. The Team confirmed with the Principal that the 1701 report had been satisfactorily received by the BC Ministry of Education and I-2001 forms were submitted. TRAX data has been submitted as required.

6. *The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.*

The School has developed two handbooks; one for staff and the other for parents/students. The handbooks are comprehensive and contain the required information, procedures and policies. The parent/student handbook is bilingual and comprehensive.

The Team noted that the information on the School's website is appropriate and is available in both Chinese and English

7. *The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".*

The Team was assured that all applicable fees relating to the BC Program, student registration and inspection costs will be paid by the Authority as required.

- 8. *The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.***

The CSSS program is offered in English, with the exception of Mandarin 10, Mandarin 11 and PE 10 which are offered in Mandarin, by a locally certified teacher. The Team verified that Mandarin 10 and PE 10 have been approved as exempted courses.

Recommendation: That the School submit a request for exemption of Mandarin 11 under the terms of the Agreement, to the Office of the Inspector in Independent Schools (OIS).

- 9. *The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.***

An English Language Assessment has been designed by the School and is administered by the BC certified teachers to assess language proficiency (reading, writing, speaking and listening) for the students seeking enrollment at CSSS. These assessments are included in student files. The Team held a discussion with the Principal as to what other factors are considered when students are admitted to the program – and which of these factors seem to be indicators of the ability to succeed. From time to time students are admitted by the Chinese School when the Principal is absent.

Recommendation: That CSSS continue to refine assessments, policies and procedures to ensure admission of students who have the ability to succeed, given the rigor of the BC Program.

- 10. *The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.***

Canada Shandong Secondary School delivers ESL support through two scheduled ESL periods for the grade 10 class and one for the grade 11 class. These ESL periods are taught by the Principal. ESL 10 is being offered as a BAA course and has a course overview; however, the BAA template was not available during the inspection. ESL 11 is a non-credited course at this time. Students at Canada Shandong are progressing enthusiastically in their English classes.

Recommendation: Complete the ESL 10 BAA template (course overview is complete) for approval by next Certification inspection.

The BC Principal is keen to find every available means of supporting English language acquisition for CSSS students to help them meet the unique challenges of achieving success in a dual graduation program.

Recommendation: that the School find ways to give BC Program students additional time to meet the challenge of learning in the English language, particularly as they prepare for the English 12 exam.

- 11. *The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.***

The Team confirmed that the students are provided the recommended text based resources to meet the BC IRP's. Classrooms are equipped with new LCD projectors which are digitally linked to teacher computers. Each computer has internet access and teachers are employing this technology effectively in the classroom. The Team also found students using digital translators in the classroom. Teachers have access to a resource room as well as copying facilities.

The School has a small Library at this time containing approximately 200 works of fiction in varying degrees of difficulty. Students have access to the Library and are making regular use of the materials. Students demonstrated a desire to increase their level of reading and are looking to work with the more difficult reading materials. The School is committed to developing and expanding the Library through the increase in volumes as well as computers for student research.

- 12. *The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.***

The Principal at CSSS has a current certificate of qualification issued under by the OIIS. He has been given 40% administrative time to manage the daily administrative operations of the School. The Team noted the addition of a bilingual administrative assistant to support the BC Principal and teachers.

The Principal is an experienced teacher who is in his second year of administration. He oversees the BC Program and is responsible for ensuring that satisfactory standards are met regarding teacher certification, evaluation, professional development, and other requirements as established by the British Columbia Ministry of Education.

The Team confirms that the BC Principal has been delegated the necessary authority to fulfill the functions and duties set out in the Agreement. **The Team commends the Principal for the development of a respectful, productive and collaborative relationship with the Chinese support staff and the administration of Taishan Middle School.**

13. ***The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.***

The School employs three teachers (principal included) in the BC Program. All hold valid teaching certificates through the OIIS or the BCCT and have successfully completed a criminal record check by virtue of this certification.

14. (a) ***With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.***

There are three teachers, including the Principal, responsible for delivering the BC Graduation Program. One is certified through the OIIS and two are certified through the BCCT.

Mandarin 10, 11, and PE 10 are included for credit within the BC Program and are taught by locally certified teachers. The locally certified teachers provide instruction under the supervision of the BC principal. The Team viewed translated copies verifying local certification for these teachers. The Team noted that Mandarin 11 has yet to be accepted by the Ministry as an exempted course; however the school will file the necessary paperwork shortly. The School has not yet completed verification that all of these courses meet the BC Ministry outcomes.

Recommendation: That the Principal document compliance with BC IRPs for all exempted courses.

One staff member left after the initial year of operation and two new staff members were added. The Team has no concern about staff turnover at this time and noted that staff morale was high.

An orientation to living in China, the offshore program and teaching second language learners is provided to staff prior to and upon arrival in China. Some professional development is providing direction for development of course overviews that identify teaching strategies, assessment and linkage with the learning outcomes of the BC curriculum. This work will take on added significance as the school adds grades and courses in successive years.

- (b) ***With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for***

courses for which the Province has granted an exemption in writing.

CSSS offers only the BC Graduation Program (grades 10 – 12).

- 15. The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.***

The Team verifies that all planning, assessment of and reporting on students in the BC program is conducted by BC certified teachers. Planning documents confirmed that assessment is done according to BC standards and a variety of assessment practices are in place. The Team noted a strong relationship between the teachers and students. The teachers were found to be providing regular and effective feedback to students with regards to their learning.

The Team confirms that the BC Program is delivered by BC Certified teachers.

The School administers school exams four times throughout the year. One of these does not coincide with the report cards, however the school issues an extra report on these exams (parents receive 3 formal report cards per year). These reports are written in English for the BC Program.

- 16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:***

A. For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:

- (a) hours of work,***
- (b) the duties of the British Columbia Certified Teacher,***
- (c) the teaching assignment,***
- (d) accommodation provided or available,***
- (e) an estimate of the cost of living in the area where the School is located;***
- (f) length of school day,***
- (g) length of School Year,***
- (h) salary and benefits, and***
- (i) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and***

B. For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:

- (a) the duties of the British Columbia Certified Teacher, and**
- (b) the teaching assignment,**

The terms and conditions for employment at CSSS has been outlined and accepted by all teaching staff. The employment contract for all staff members is with the Authority. The contract offered to teachers is competitive, and comprehensive. Most aspects relating to remuneration and living in China are clearly outlined in the contract and in the staff handbook.

A staff orientation is provided to ensure that all staff can quickly and comfortably adjust to their responsibilities in a new country. School administrators and support staff are readily available to help teachers with any aspect of this transition.

Staff files were reviewed and contained the required documentation. Teacher evaluations will be conducted before the end of this school year.

- 17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.**

The students of CSSS have access to a computer lab containing 35 PC based computers. The lab is not used regularly at this time, largely due to location and booking issues. The Team verified the lab was adequate for students writing their e-exams for Science 10 and Math 10, which were written this fall. The program is designed so that English 10 will be written in Grade 11 and Socials 11 in grade 12.

The Team noted that the School plans to offer an IT course next year to meet their applied skills Graduation Program requirement. They also reminded the Authority and school administration that computer technology is increasingly important in BC as demonstrated in the new BC Education Plan.

Recommendation: that the BC Program students gain better access to computer technology.

The School office uses the Harts Windsor program for administrative purposes. The School is able to transfer all necessary data; 1701, 1704, TRAX data and e-exam registration and BC teacher registration data. These duties have been administered by the Principal thus far.

- 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without**

limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.

The School has a student/parent handbook that contains necessary policies and procedures. Policies and procedures deal with admissions, parent appeals, student discipline and academic requirements. The School also has a teacher handbook that covers policies dealing with supervision, safety and emergency procedures, teacher duties, teacher professionalism and evaluation. Parent and student handbooks are published in English and Chinese and contain the required information.

Policies governing principal and teacher evaluation are in place and files contain evidence that evaluations are occurring.

- 19. *The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.***

Students at CSSS are currently enrolled in a dual graduation program. Discussions continue between the BC Program administration and the Chinese administration as to how to best meet the requirements of both programs.

The School offers courses on a linear and alternating, daily timetable to one class of grade 10 and one of grade 11. The BC program begins 7:00 a.m. and runs through to 2:45 p.m. Teaching blocks are 45 minutes in length. The BC program in conjunction with the host school takes a 2 hour lunch break which limits the BC program's ability to add additional contact time. The Team noted that courses were in excess of the 120 hour requirement. The team confirms that the BC program at CSSS meets the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order.

The Team was encouraged by the BC Principal's desire to find more time to devote to language acquisition for the BC Program students

The School will offer Grade 12 next year, thereby completing the BC Graduation Program. Current plans for course offerings will meet all necessary requirements.

The requirements for Daily Physical Activity are very adequately met during the daily exercise program for all students.

The Team noted that CSSS students have established an English language school newsletter and publish it at regular intervals throughout the school year. Team members were delighted to be interviewed by CSSS students for this purpose.

- 20. The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.**

CSSS offers only the Graduation Program (grades 10 – 12).

- 21. If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.**

The School is offering a sufficient number of classes to meet the Provincial Graduation requirements. Mandarin 10 and 11, and PE 10 are delivered for credit in the BC Program – exemption status requests will be processed as noted above. The Team noted that students require an Applied Skills or Fine Arts credit to meet Provincial graduation requirements. The Administration is aware of the requirement and plans are in place to offer an IT 10 course for the grade 12 students in next school year. The Team noted that the school offers a non-credit Peer tutoring program. All English language courses and ESL courses are taught by Canadian certified staff members.

- 22. The Authority must**
- (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content, planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and**
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.**

Course Overviews were evident for all courses offered in the BC Program. The Team verified course overviews meet BC provincial standards and included all required elements.

Language Arts

Canada Shandong offers English 10 and 11 as well as ESL 10 and 11. ESL 10 is offered in twice in the schedule in an effort to increase the pace of English language acquisition. The English 10 and 11 courses are meeting the prescribed learning outcomes as set forth by the BC Ministry of Education. The Team verified all students are enrolled in English 10 or 11 respectively.

Science

The Science program of delivery at Canada Shandong offers Science 10, Chemistry 11 and Biology 11 at this time. Biology 12 and Chemistry 12 will be added in the next school year, providing adequate opportunities to meet both graduation requirements as well as University admissions. The Team verified that all students are using approved BC resources in this program. The teachers have access science labs for all lab related lessons and are provided sufficient resources to meet instructional requirements.

Social Studies

Students at Canada Shandong are receiving Socials 10 instruction in their grade 11 year. The Grade 11 class will complete the Socials 11 requirement in grade 12. This schedule allows for the extra ESL commitment in grade 10. The Team noted that the course overviews demonstrate all requirements are being met for this course. The resources used in class all meet Provincial recommendations for the Socials curriculum.

Mathematics

All students at Canada Shandong take Pre-Calculus 10 and Pre-Calculus 11. Students remain enrolled in their Chinese Math classes as well. Provincial prescribed resources are in place for the BC program and planning documents provided evidence that all curriculum requirements are being met.

Physical Education

PE 10 is delivered by a Chinese certified teacher. An exemption has been granted by the OIIS. The students are receiving a balanced program and teacher plans indicate that students are receiving instruction under the provincially prescribed outcomes.

DPA

The Team verified that the requirement of 150 hours per week is being met. Students in grade 10 receive regularly scheduled PE classes, as well as participate in the daily exercises and runs in the morning. Grade 11 students are provided sufficient exercise time to meet the requirement. The school will be moving to include reporting DPA on student report cards to indicate the requirement has been met.

Planning 10

Planning 10 is taught as part of the grade 10 schedule and the Provincial hours requirement is being met. The teacher has plans in place to provide adequate evidence that all curricular requirements are being met.

Grad Transitions

The Team found at the time of inspection, the Grad Transitions program is being delivered by the Principal, in conjunction with the scheduled ESL classes. Students are being provided adequate resources and direction to meet this requirement.

Fine Arts and Applied Skills

Canada Shandong currently offers no Fine Arts program. The team noted that the Applied Skills credit has yet to be met by the current classes. The School plans to meet the requirement by offering IT10, beginning next year.

Course overviews have been developed and identify the main elements including content, teaching strategies, evaluation and assessment methods and linkage with the BC curriculum learning outcomes. The School will also need to continue to focus on course overview development as they add courses and grades in the coming years.

23. *The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program*

- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,***
- (b) that includes the Provincial Examinations, and***
- (c) that demonstrates that all the Students are taught in accordance with this Schedule.***

The Team found that course plans provided evidence that appropriate assessment practices were in place to indicate student achievement. Teachers were providing strong and effective feedback to assist students in their learning. The Team noted teachers were actively involving student in their own assessment and learning.

The marking of provincial exams has yet to take place as the English 10 and Socials 11 exams have not been written. The School administration will deliver the exams on the schedule noted in section 22. The School has delivered the e-exams for Science 10 and Math 10 and is adequately prepared for delivery of English and Socials. The Team discussed the reasoning for this schedule with Administration. The School opted to delay Socials 11 and English 10 exams to better prepare students from the outset and remain committed to this approach.

24. *The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.*

Report cards are issued to parents three times per year as outlined in section 15. Comments are given in the English language. Discussions were held as to adding Chinese translations to the report card. The school will be discussing a variety of options. The Team noted that both percentages and grades are given and the current report cards meet Provincial requirements. The Chinese curriculum requirements are reported separately from the BC program on the report card. The Team noted that DPA is to be added to the final report card to indicate the requirement is met.

25. *The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.*

The permanent student records (1704), with PEN numbers, are kept in a secure office area. An electronic backup is kept.

Student information is available and well organized. This information includes admission forms, report cards, PR cards, ESL assessments and permission for the collection, use and disclosure of personal information. The newly hired administrative assistant maintains student files.

- 26. *The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.***

The Team noted the presence of well-developed teacher and principal evaluation policies. Files show evidence that evaluations are occurring in a timely fashion.

Teacher information is securely stored in the Principal's office and is well organized. Files are current, well organized and contain all necessary information.

- 27. *The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.***

In conducting the Certificate Status inspection of Canada Shandong Secondary School, the Team viewed facilities, grounds and buildings, visited classrooms, spoke with staff and students, reviewed records, administration, operations, teacher certification and student achievement. The School is offering a BC program that meets the requirements of the Offshore Agreement, notwithstanding the recommendations contained within this report. The School is planning to complete the Graduation Program by adding Grade 12 in the coming school year. They are keenly aware of the requirements of the Graduation Program and plans are well in place to ensure their students will adequately meet these.

CSSS is well positioned to offer the complete Graduation Program in the coming school years. The Team is satisfied that the Authority and the School have demonstrated sufficient continuity and sustainability to deliver the BC Program.

- 28. *The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.***

The School is aware of their upcoming obligation to assist students in acquiring Canadian Study Permits, and tracking graduates in post-secondary studies. The Team encourages the School to continue to explore this issue as they move towards offering the full Graduation Program.

The Province's form entitled "Consent to Collect, Use and Disclose Personal Information" has been signed and duly filed for all students.

C. REPORT SUMMARY – COMMENDATIONS AND REQUIREMENTS

Commendations

The Inspection Team commends the Authority, Principal and staff of Canada Shandong Secondary School on the following:

- for addressing the recommendations contained in the last certification report in a thorough and timely manner;
- for the development of a respectful, productive and collaborative relationship with the Chinese support staff and the administration of Taishan Middle School;
- for creating BC classrooms where students are demonstrating good language acquisition and usage

Recommendations

In order to meet the requirements of the *Offshore School British Columbia Program Certification Status Agreement*, the Team recommends that, by February 15, 2011, the Authority provide the Inspector of Independent Schools, responsible for offshore school programs, with a plan and timeline for proposed implementation of the following items:

- That the School submits a request for exemption of Mandarin 11 under the terms of the Agreement to the Office of the Inspector in Independent Schools (OIS).
- That CSSS continue to refine assessments, policies and procedures to ensure admission of students who have the ability to succeed, given the rigor of the BC Program.

- That the School complete the ESL 10 BAA template (course overview is complete) for approval by next Certification inspection.
- That the School find ways to give BC Program students additional time to meet the challenge of learning in the English language, particularly as they prepare for the English 12 exam.
- That the BC Program students gain better access to a computer technology.
- That the Principal document compliance with BC IRPs for all exempted courses.

D. SUMMATIVE RECOMMENDATION

The Team recommends to the Inspector of Independent Schools that, contingent upon satisfactorily responding to the above recommendations, the British Columbia Program offered at Canada Shandong Secondary School continue to be recognized as a British Columbia Certified Offshore Program.