

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA CHANGCHUN SHIYI SECONDARY SCHOOL

CHANGCHUN, JILIN PROVINCE

PEOPLE'S REPUBLIC of CHINA

NOVEMBER 9-10, 2017

INTRODUCTION

On November 9-10, 2017, a certification inspection was completed on Canada Changchun Shi Yi Secondary School (CCSSS) in Changchun, Jilin 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 (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Executive Director of International Education, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Tom Grant and Henry Contant (Chair).

The School's B.C. program has an enrolment of 89 students, in grade 10 -12. The School is in its 8th continuous year of operation as a B.C. offshore school. The School is housed within a larger school, Changchun Shi Yi High School (CSHS) a large Chinese public school that enrolls over 4300 students on a secure, multi-block campus with extensive facilities. CCSSS operates its B.C. graduation program on the 5th floor of the administrative building of this host Chinese public school.

During their visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the B.C. principal, B.C. vice-principal, B.C. teachers, the Chinese host school principal, the international program director of CSHS, the advisor to the international director, the director of marketing, and chinese homeroom teachers. Although the offshore school representative (OSR) was not present during the inspection as he was participating in another B.C. offshore school inspection which had been scheduled at the same time, the inspection team was able to speak with the OSR via phone during the inspection visit.



The School's owner/operator, Sunny Bai, Beijing Kezhi Times International Consulting Company Ltd. (BKTICCS) is responsible for the B.C. program. The owner/operator was not present during the inspection, however, the Team was also able to speak with him via phone during the inspection visit. BKTICCL operates five other B.C. programs in various centers throughout China, as well as an alternate post-secondary Institution which supports students in their process of gaining admission and travel visas to study abroad. In addition, the owner/operator operates Lowell High School, a Group 4 independent high school in Vancouver, British Columbia.

The CCSSS B.C. program's philosophy and objectives self-described in the student and parent handbook were observed by the Team. The School's primary mission is to *"prepare our students for success in a rapidly changing world by providing a supportive learning environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence."*

At Canada Changchun Shiyi Secondary School, the staff are expected to:

- set clear expectations with natural consequences for choices made
- provide a safe and comfortable learning environment
- encourage tolerance and diversity by respecting individual differences
- model good citizenship and leadership
- help students set and achieve attainable goals
- teach knowledge and skills
- encourage students to develop positive attitudes and to become independent learners.

The Team would like to thank Canada Changchun Shiyi Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.

Requirement Met Requirement Not Met Not Applicable

Comment:

The School was not inspected during the 2016-17 school year as it was on a biennial inspection cycle. There were no requirements contained in the last inspection report of October 26 - 27, 2015.

However, references made within the previous two inspection reports concerning limited science resources and limited access for the B.C. program to science labs within the Chinese host school continues to persist. This affects the capability to provide certain labs in Science 10, Physics 11 & 12, Chemistry 11 & 12 and Biology 11.



BUSINESS PLAN

The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the program.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School's business plan with regards to the long term growth of the B.C. offshore school program and confirms the findings as described in the annual report.

The School saw a significant drop in enrolment this past year. A different marketing approach was initiated by the new Chinese international program director and additional Chinese support staff. This contributed significantly to the low enrolment of new students in grade 10. Of the 65 grade 10 students who had scored an acceptable level on the English assessment test and were invited to apply, only 22 eventually enrolled in the School this year.

In addition, the Team uncovered ample evidence that some Chinese support staff were interfering with the operation of the B.C. program and undermining the authority of the B.C. principal, in direct violation of the Certification Agreement. This included such things as disciplining/suspending students without the knowledge of the B.C. principal, limiting the role of the Chinese homeroom teachers, instituting a Chinese style of student government, and limiting access to the school building after 4:00 pm.

The Inspection Team discussed a number of options to rectify these problems with the B.C. principal, Chinese host school principal and the advisor to the international director. The Team believes that the Chinese host principal is now aware of the depth of the problem, and pledged to make some personnel changes to rectify the problem.

Without addressing the issues of recruiting and retaining suitable B.C. certified teachers; receiving needed external support from the owner/operator, OSR, and superintendent of Kezhi B.C. offshore schools; and dealing with the interference of Chinese staff in the operation of the B.C. program, the long term sustainability of the B.C. program could be in jeopardy.

Requirement:

The Inspection Team requires the owner/operator, in conjunction with the OSR, superintendent and principal put a plan in place to address the issue of Chinese staff interference in the delivery of the B.C. program.



OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

2.1 The owner/operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).

Requirement Met Requirement Not Met

Comment:

The owner/operator meets all the requirements set out in the Agreement.

2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. program.

Requirement Met Requirement Not Met

Comment:

The Team confirms the School meets local building, safety, and cafeteria codes and regulations. The School has conducted fire and safety drills apart from those within the host school.

The School has upgraded its fire safety equipment and signage. Video monitoring of hallways, elevators and entry points to the School has been recently installed.

There is an appropriate level of consciousness regarding school safety and security issues.

With the exception of access to needed science labs and equipment, and gymnasium space the current facilities are adequate for the delivery of the B.C. program. Should enrolment within the B.C. program grow, the School will need to negotiate additional space to deliver the B.C. graduation program.

ADMINISTRATION 3.0

3.1 Offshore School Representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The School has appointed an experienced offshore school representative (OSR) confirmed by



the Province. The Team confirms that he is meeting requirements set out in Section 14 of the Agreement.

However, ongoing challenges facing the OSR include:

- Timely recruitment and hiring of suitable teachers that are B.C. certified.
- Supporting the School's administration and delivery of the B.C. education program in accordance with the new agreement. (lack of implementation of the new B.C. curriculum)
- Providing needed professional development for teachers particularly as it relates to the new B.C. Education plan.
- Managing issues of conflict between the Chinese host school and the B.C. offshore school that undermine the authority of the B.C. principal and delivery of the B.C. program.

3.2 The principal meets the requirements as outlined in section 3.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal is in his third year as B.C. Principal of CCSSS. Previously, he served 6 years in other international school settings in China and Egypt. Prior to that he served for 30 years as an administrator and teacher of Music and Mathematics in Canada.

Commendation:

The principal is to be commended for his leadership in guiding the School through a very difficult time at the start of the school year when the School did not have enough B.C. certified teachers to deliver the B.C. graduation program.

3.3 The School meets the administrative support requirements as outlined in section 3.3 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has built-in administrative supports to strengthen the B.C. program. In addition to the vice-principal, the principal is assisted by an international program director, an advisor to the international director, the superintendent of Kezhi B.C. offshore schools, a director of marketing, an administrative secretary to the principal, a foreign secretary for visa and work permits, a payroll clerk, and additional Chinese support workers in facilities management, accounting, IT, cleaning and transportation.



The School uses Harts-*Windsor-TESS* administrative software for the electronic transfer of data to the Ministry as outlined in Schedule F of the Agreement.

The School has a computer lab available with internet connectivity as outlined in Schedule F of the Agreement, although at times the bandwidth is limited and connectivity is very slow.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School meets the student records requirements as outlined in Section 3.4 of the inspection catalogue. Student files were examined and found to be complete in all required elements.

The Team noted that the School had no identified students with medical or legal alerts.

All student records include the appropriate ELL assessments.

3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

CCSSS had a very difficult start to the 2017-18 academic school year. Four B.C. certified teachers did not return after the summer vacation and new replacement teachers were not hired in time for them to be in place at the start of the new school year. This left the returning B.C. principal and vice principal the only two B.C. certified teachers in place at the start of the school year to teach the entire B.C. graduation program. To their credit, these two teachers/administrators began the school year trying to teach/cover all first semester subjects in grades 10-12 for 89 students.

Several drafts of the master timetable were implemented accommodating the expertise of the new teachers that arrived after the start of the semester. The teaching of all Science courses has been postponed until the second semester. By then, the School hopes the teacher hired for the senior sciences/mathematics will have been able to obtain B.C. certification, a Chinese work visa, and move him and his family to China.



Over the next several weeks, additional teachers joined the teaching staff, requiring further revisions to the School's master timetable. The most recent teacher arrived at the School the day before the Team arrived, with another teacher not scheduled to arrive until January 2018. The Ministry of Education granted temporary exceptions until October 24, 2017, for three of these teachers whose Certificate of Qualification applications are still 'in process'. A second exemption was granted them until December 4, 2017.

The November 9, 2017 Certificate Verification Response file from the TRB indicated that, to date, only one of these new teacher's had obtained B.C. certification. The Inspection Team made it clear to the owner/operator, OSR, principal, and each individual teacher without B.C. certification, that the Ministry of Education would not be granting a third extension.

In summary, the School was unable to adequately deliver the required B.C. graduation program during the month of September, due to an inability to have suitable B.C. certified teachers in place at the beginning of the school year. The School must ensure that the untenable start to the first semester does not repeat itself again in the second semester as it may put the operation of the school in jeopardy.

Further complicating the entire situation is the fact, that the principal is the only teacher with any training in B.C. or familiarity with the new B.C. curriculum, which the School should be transitioning towards this school year.

All teacher files are securely stored and were found to be complete in all required aspects including a copy of each teacher's contract, TRB certification, and B.C. Ministry of Education personal information consent form.

The Team confirms that the teacher assistants have a valid local criminal record check.

Requirement:

The Inspection Team requires the owner/operator, OSR, superintendent and principal develop suitable contingency plans for delivery of the B.C. curriculum this upcoming second semester by B.C. certified teachers, in the event the teachers currently hired may not obtain their required B.C. certification and/or Chinese work visas.



EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has had difficulty in getting the teaching staff hired and B.C. certified. There has been little opportunity to date to bring the teachers and support staff together to examine the elements of the redesigned curriculum.

When all staff are hired and assigned to classes, the School should begin to implement the redesigned curriculum in a careful and measured manner. The administration with the support of the superintendent and OSR should guide the staff to develop the implementation plan.

Along with the redesigned curriculum the School will introduce a new BAA course for grade 10 learners designed to support language acquisition and prepare the learners for the new Social Studies 10 course.

Commendation:

The Team commends the principal and vice-principal for their efforts in supporting the new teaching staff in their transition to their new school and carrying the teaching load until new teachers were assigned.

4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Historically, the principal had direct oversight of the English language assessment test which all prospective students are required to take. The process for application includes interviews and an assessment of listening, reading and writing skills. The principal and designated teachers assess the oral component against a rubric which assures consistency. Mathematical skills are assessed as well. This year the principal recommended 65 students be offered positions in the School but following offers from host Chinese International program officials, only 22 accepted the offer. The School has warmly welcomed these new learners into the B.C. program.

Currently the School is helping teachers transition to the School. Once all teachers are in place, the principal and vice-principal can lead the staff in developing new ELL strategies that support language acquisition.



There are BAA courses, appropriate textbooks, and a 20 minute silent sustained reading program designed to support and enhance language learners. The School is considering the introduction of after-school activities such as a musical review and choir to enhance relationships and school climate and further support language development. The International Director and his staff currently do not allow the B.C. program students to remain in the building after 4:00 pm which makes the introduction of these activities impossible, unless changes are made.

The School conducts three assessments across grades 10 and 11 (September, December, and April). The results are used to place students in a leveled ELL program developed to personalize English language acquisition. Teachers use the results of the assessments to guide their instruction.

4.3 The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 4.3 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the School meets the course credit requirements. The School maintains records that demonstrate compliance with the International Student Graduation Credit Policy for equivalency and challenge and successful completion of courses for which grades are awarded. These records are safely kept in student files in the principal's office.

Students are given course equivalency for Mandarin 10, 11 and 12.

The School offers BAA courses under the terms of the Agreement. These include Introduction to English & Social Studies (YESFL 10B) and ESL English 10 (YESFL 10A).

4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (d) of the Agreement; namely, that all B.C. program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the courses in the B.C. program continue to meet the prescribed learning outcomes of the present curriculum. As the staff become more experienced with the redesigned curriculum, overviews should become more clearly linked to Big Ideas, Learning



Standards, Curricular Competencies, Core Competencies, and how Assessment (Self-Assessment & Classroom Assessment) supports student learning in each course.

The School is encouraged to review the Ministry requirements regarding the numeracy and literacy assessments prior to developing a plan to prepare students to write the assessments.

4.5 The School meets the instructional time allotments requirements as outlined in section 4.5 of the Inspection Catalogue for offshore schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

The School meets the Instructional time allotments requirements as outlined in the inspection catalogue for offshore schools. The timetable provides for 6 hours per day and 1086 hours per year. The School is in session for 180 days annually.

4.6 The School meets the assessment methods requirements as outlined in section 4.6 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

In conversation with the administration the discrepancy between school and provincial exam marks were reviewed. Marks are within the allowable range in Communications 12. However, English 12 exam results indicated a greater discrepancy. The staff should review the range between the school mark and the provincial exam mark in English 12 and consider strategies to reduce the discrepancy.

4.7 The School meets the learning resources requirements as outlined in section 4.7 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has adequate resources to support student learning. There is a dedicated English library. The host school further provides written materials and books. The library is organized and stocked to support the School's reading program. The principal added books to the collection this year.



The School has two computer labs with 36 learning stations each. Although the classrooms are equipped with a computer and projector as well as speakers and sound system, the Team observed difficulties in their use because of inadequate bandwidth and outdated hardware.

There are text books for each course and appropriate teacher resources to support the current B.C. curriculum.

4.8 The School meets the student progress report requirements as outlined in section 4.8 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Student progress is reported in multiple ways. Formal report cards are issued in November, January, April and June. Report cards appropriately contain information on achievement, work habits and attendance. 3-Way (Parent/Student/Teacher) conferences are held after the November and April reports. Interims reports are generated at the end of September and when required and parents are invited to private meetings when appropriate or requested.

The Chinese classroom teachers convey information to parents upon request and serve as intermediaries between Chinese parents and the B.C. school staff.

When the new redesigned curriculum is implemented, the School will need to consider a different version of report card to more fully reflect the elements of the redesigned curriculum.

POLICY DEVELOPMENT 5.0

5.1 The School meets the parent/student handbook requirements as outlined in section 5.1 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School's current 2017-18 Student Handbook. It contains appropriate information for students and their parents categorized in four major sections on topics such as:

Section I: Mission Statement and Philosophy

- Student Code of Conduct

Section II: School Staff

- Principal



- Teachers
- Canada Changchun Staff

Section III: School Organization and Procedures

- Semester 1 & 2 Courses
- Courses Offered
- Textbook Distribution
- Computer/Internet Use Policy
- Student Attendance
- Extracurricular Activities
- Emergency Procedures
- School Calendar

Section IV: Assessment and Evaluation and Admission Requirements

- Course Previews
- Assessment Activities
- Grading Student Performance
- Reporting Student Progress
- Promotional Practices
- Behaviour Policies and Appeal Procedure

The Team encourages the School to consider developing an intentional and ongoing Parent Education curriculum to help them understand the new B.C. curriculum, issues relating to B.C. offshore schools, and different pathways of admission into Canadian universities.

Commendation:

The School is commended for developing a student handbook that is relevant, informative and helpful for parents and students alike.

5.2 The School meets the teacher handbook requirements as outlined in section 5.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team reviewed the School's 2017-18 teacher handbook. The extensive handbook contains detailed information required by teachers to help them understand their unique roles and responsibilities as professional teachers with the B.C. offshore school program. It contains appropriate information for teachers and support staff categorized in six major sections on topics such as:

1. Mission Statement and School Philosophy
2. CCSSS: A Unique Teaching Environment Orientation for New Staff
3. Professional Responsibilities



4. School Organization
5. Assessment and Evaluation
6. School Routines & Procedures
7. Appendices
 - Student Referral Form
 - Student Accident Report Form
 - Progressive Discipline Form
 - Student/Parent Cheating Notification Form
 - Employee Privacy Policy
 - Staff Consent Form
 - Teacher Performance Evaluation Form

Commendation:

The School is commended for developing a thorough teacher and staff handbook.

Requirement:

The new additional language required for 2017/18 must be included in the current teacher handbook.

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0**6.1 The School meets the Distributed Learning requirements as outlined in section 18 of the Agreement and Section 6 of the Inspection Catalogue for offshore schools.**

Requirement Met Requirement Not Met Not Applicable

Comment:

The School does not make use of DL courses at this time.

CONCLUSION**Commendations**

The Inspection Team wishes to recognize the owner/operator, principal and staff of Canada Changchun Shiyi Secondary School for:

- The principal for his leadership in guiding the School through a very difficult time at the start of the school year when the School did not have enough B.C. certified teachers to deliver the B.C. graduation program.



- The School for a dedicated administration, teaching and support staff, committed to serving the needs of its students.
- The School for developing a student/parent handbook that is relevant, informative and helpful for students and their parents; and a teacher/staff handout that helps them understand their unique roles and responsibilities as professional teachers with the B.C. offshore school program.

Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by March 15, 2018, the owner/operator provide the Executive Director of International Education, responsible for B.C. Global Education Program – Offshore Schools, with a plan and timeline for proposed implementation of the following item:

- The owner/operator, in conjunction with the OSR, superintendent and principal put a plan in place to address the issue of Chinese staff interference in the delivery of the B.C. program.
- The owner/operator, OSR, superintendent and principal develop suitable contingency plans for delivery of the B.C. curriculum this upcoming second semester by B.C. certified teachers, in the event the teachers currently hired may not obtain their required B.C. certification and/or Chinese work visas.
- The new additional language required for 2017/18 must be included in the current teacher handbook.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Executive Director of International Education, the British Columbia education program offered at Canada Changchun Shiyi Secondary School (CCSSS) continue to be recognized as a British Columbia-certified school.

