

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

MAPLE LEAF INTERNATIONAL SCHOOL – DALIAN

DALIAN, LIAONING PROVINCE

CHINA

October 10 -12, 2016

## INTRODUCTION

On October 10-12, 2016, a Certification Inspection was completed on Maple Leaf International School - Dalian (MLIS-D) in Dalian, Liaoning Province, 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 Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of John Gaitpman, Georgia Nieken and Terrence Sullivan, who served as Team Chair.

The School's B.C. Program has an enrolment of 2408 students, in Grades 10-12. Some of these students are enrolled in either a Bridging or Foundations program. The B.C. Program is housed within two buildings which are located on a spacious campus. The campus is divided into a girls' campus and a boys' campus and also includes a Chinese Pre-school and Middle 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 School's Owner/Operator, the Maple Leaf District Superintendent, the B.C. principals, and a sample of 74 of 107 B.C. teachers.

The Owner/Operator, Maple Leaf Educational Systems (Inc.) (MLES), is responsible for the B.C. Program. Maple Leaf Educational Systems also owns and operates 17 Pre-schools, 14 elementary schools, 15 middle schools, 8 B.C. certified secondary schools, and 3 B.C.-certified and pre-certified Foreign Nationals Schools. MLES, in September of 2016 opened a Group 4 independent secondary school on the campus of Thompson Rivers University in Kamloops, British Columbia.



The B.C. Program's philosophy, objectives and special features include:

- an international education that emphasizes academic excellence within a supportive community that respects and promotes cultural norms and traditions for both Chinese and international students;
- schools that promote an appreciation for the diversity of people and culture and provide an optimal environment for learning and teaching, with a globally respected curriculum that inspires in its students the spirit and ideals of global citizenship.

The Team would like to thank Maple Leaf International 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:

There were no requirements listed from the previous inspection report. The School has responded to the two suggestions in the previous inspection report and has completed extensive renovations to the boys' campus, including a complete retrofit of the boys' building, new turf on the field and a new gym floor. The School has also added 60 additional access points for Wi-Fi throughout the campus.

Commendation: The ownership and administration are to be commended for acting promptly and in a comprehensive manner to the suggestions made in the previous inspection report.

## 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 Owner/Operator has submitted a comprehensive Business Plan to the Ministry, which is included in the Annual Report. The plan includes a five-year strategic plan with projected enrolment targets. The Owner/Operator has also invested substantially in facilities including the new impressive Sherman Jen Library as well as extensive renovations to the facilities on the boys' campus. The Owner/Operator has built a solid financial foundation to ensure the sustainability of the program.



Commendation: The Owner/Operator is to be commended for providing impressive facilities and campus that house the B.C. Program and for his innovative and visionary approach for ensuring the long-term financial and educational stability of the 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 of the Offshore Schools Certification Agreement referenced in the Inspection Catalogue including Section 18 Distributed Learning.

### **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 School has provided a comprehensive list of certificates and licenses relating to local building safety and cafeteria requirements. Documentation includes compliance documents with expiry dates, translated titles for fire prevention compliance, catering and food production, and local business licenses. These certificates and licenses apply to both teaching buildings and dormitories. The facilities are suitable to support the B.C. Program.

## **ADMINISTRATION 3.0**

### **3.2 Offshore School Representative (OSR) - The Owner/Operator may 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 been exempted from this requirement by the Ministry. Mr. Jim Beeke retains the role as OSR in his new role as Superintendent of Maple Leaf Global Education. Mr. Beeke serves as the liaison with the B.C. Ministry of Education and meets all the requirements outlined in Section 14 of the Agreement.



**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The School is divided into two campuses which include a girls' campus and a boys' campus. Each campus houses more than 1200 students. As a result, the School this year has moved to a two principal/co-principal model with a principal present on each campus. Each principal fulfills the relevant qualifications and experience required. Also, both principals fulfill the responsibilities listed in the Catalogue and complement one another in the fulfillment of these responsibilities.

**3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

Administrative support for the School includes two principals, 2 deputy principals, 1 shared vice principal, 1 registrar, 3 education coordinators, 4 academic advisors and 17 department heads. The School also receives additional administrative and financial support through the superintendent's office. The School meets the requirements outlined in section 3.4 of the Inspection Catalogue

Commendation: The principals and administrative staff are to be commended for their cooperation and prompt responses to the requests of the inspection team throughout the inspection process.

**3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

A random sample of ten student files from Grade ten, ten student files from Grade eleven and ten student files from Grade twelve were selected. Each file was examined for evidence of the requirements outlined in the Inspection Catalogue. Some of the requirements were met through electronic data. The required items for each student were produced from different sources. The student record requirements listed in the Inspection Catalogue were met for each of the students selected.



**3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

All teacher files were examined for the required items listed in the Catalogue. Each file contained required evidence of the current Teacher Certificate of Qualification from the Teacher Regulation Branch, the required consent forms, a copy of the teacher contract and teacher evaluations where required. There are presently 107 B.C. teachers on staff. Ninety five teachers have up to date Certificates of Qualifications and twelve teachers have their applications before the Teacher Regulation Branch.

**The Team confirms that all Authorized Persons under The Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

**EDUCATIONAL PROGRAM 4.0**

**4.1 The School meets the requirements for curriculum implementation as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

MLIS-D has already begun a program to ensure that it is ready for the implementation of the redesigned Grade 10 – 12 curriculum in the 2017/2018 academic year. MLIS-D sent six delegates to the B.C. Offshore School Professional Development Workshop this past summer. A number of half-day professional development activities will be used during the current academic year to focus the implementation.

**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:**

The School offers a wide variety of supports to students based on their results on a comprehensive English Language Assessment prior to admittance to the program. Various language instructional strategies were used by all teachers. The Global Curriculum meets the certification requirements and addresses the specific needs of the English language learner in China. The School employs an English language system coordinator. All students participate in a



Sustained Silent Reading program. Academic support is offered through the Success Room. The School schedules each student in a double block of English or an English equivalency course at each grade level.

**Commendation:**

The School should be commended for ensuring that every student receives additional English language learning support.

**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 has examined the list of BAA courses offered at the School. The School confirms that all BAA courses have the required approvals. The Team also examined the list of exempt courses at the School. All exempt courses have been approved and are taught by locally certified teachers. The School does not have any students challenging courses.

**Commendation:**

The School is to be commended for the use throughout the Grade 10 program of Canadian Learning Essentials to help with language acquisitions.

**4.4 The School meets the course overview / course planning requirements as outlined in Schedule B Part I (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:**

All of the requirements listed in the Inspection Catalogue were met. Course planning documentation was examined and contained traditional course overviews and planning requirements as required by the Agreement. The courses met the Ministry outcomes requirement and learning standards as outlined in the Educational Program Guide for each course.



**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), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

The Team met with administration and examined timetables and schedules and confirmed that students are in session 6.58 hours per day and 179.6 days (1,182 hours) per year.

The School supports new staff with providing a cultural life mentor and an academic life mentor to assist with their transition into the culture of the School and life in China.

Commendation:

The School is commended for its program to help new teachers to China acclimatize both professionally and culturally.

**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:

The most significant discrepancies between grades and provincial exams occurred in English. The School is aware of the discrepancy and is taking steps to ensure that school grades and provincial exam results are aligned in English. The School uses grade range bench marks to denote the acceptable grade range for all English language classes. The School is continuously increasing the number of sample provincial exams written by students. Only those students who are ready for the provincial exam will be given permission to complete the course and write the provincial exam. Those students who need additional support complete the course and write the provincial exam at a later date. The School has a strict policy on grade level promotion based on student achievement to ensure that students are placed in a grade level that best matches their expected graduation date. The School has developed a policy on the fundamental principles of assessment and evaluation.

**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's libraries are continuously growing to meet the students learning needs. The School



has allocated and will continue to allocate funds to enable the libraries to grow. The School is committed to improving its technology resources. The system supports both campuses on the use of computer resources. Each classroom is outfitted with an LCD projector and a podium console which allows students to view the teacher's computer screen. The School has campus wide WIFI with access points in all of the instructional teaching areas. As well, the School initiated a one to one laptop program five years ago for incoming students. The School has sufficient print resources and textbooks and novels. The novels are used as part of the School's sustained silent reading program. It should also be noted that the School is working hard to ensure that more identifiable reading levelled books are available for the students. The School has budgeted to allow for technology and print resource acquisitions for the libraries.

**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:**

Students are given progress reports by Chinese counsellors and homeroom teachers. Individual parent meetings regarding parent concerns are usually conducted in translation. Any parent meeting can be initiated by parents simply making a request to the Chinese counsellors. As well the Power School parent portal for real time attendance and grades allows the parents to stay informed regarding their child's progress. All incomplete "I reports" are followed up with a phone call to the parents. The School reports to parents six times per year. There are four formal reports and two informal interim reports cards. Following term one and term three the School has parent meetings scheduled.

**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 School has updated its Parent/Student Handbook for the 2016/2017 academic year. The School has developed policies and procedures for appeals and dispute resolution as required in section 8.11 and 8.12 of the Agreement. Each parent and student receives a copy of the policy along with the student report card at the first reporting period in October.





**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 School has updated its handbook of policies and procedures for staff for the 2016/2017 academic year. The handbook contains policies for the evaluation of teachers and administrators, including a required evaluation for both teachers and administrators during their first year of service and every fourth year following. A second evaluation is completed for administrators during their third year of service and every third year thereafter. Copies of required evaluations were evident in the personnel files.

**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 presently has 100 students taking courses through Distributed Learning (DL). The School has confirmed that all students taking DL course are doing so through the Ministry approved Distributed Learning Provider. The School confirms that it collects the final school percentages from the DL provider and sends the students' final marks to the Ministry. The student records contain the courses taken through Distributed Learning for each student accessing this option. 67 students were enrolled in DL courses last school year with 63 students successfully completing their courses.



## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Maple Leaf International School – Dalian for:**

- The ownership and administration are to be commended for acting promptly and in a comprehensive manner to the suggestions made in the previous inspection report.
- The Owner/Operator is to be commended for providing the impressive facilities and campus that house the B.C. Program and for his innovative and visionary approach for ensuring the long-term financial and educational stability of the program.
- The principals and administrative staff are to be commended for their cooperation and prompt responses to the requests of the inspection team members throughout the inspection process.
- The School should be commended for ensuring that every student receives additional English language learner support.
- The School is to be commended for the use throughout the Grade 10 program of Canadian Learning Essentials to help with language acquisition.
- The School should be acknowledged for its program to help new teachers to China acclimatize both professionally and culturally.

### SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Maple Leaf International School – Dalian be recognized as a British Columbia Certified Program.**

