

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

GRAND CANADIAN ACADEMY (JIAXING)

TONGXIANG, ZHEJIANG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 7-8, 2016

## INTRODUCTION

On November 7-8, 2016, a Certification Inspection was completed on Grand Canadian Academy (Jiaxing) (GCA) in Tongxiang, Zhejiang 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 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 Mr. Thomas Grant and Ms. Cathy Lowenstein (Chair).

The School's B.C. Program has an enrolment of 104 students, in Grades 10 (51), Grade 11, (24) and Grade 12 (29). The B.C. Program is housed on the 5<sup>th</sup> and 6<sup>th</sup> floor within the main school; Mao Dun High School, which has developed a reputation in the region as an "A level" school in Zhejiang Province. The entire School, which houses the B.C. Program, enrolls 3300 students.

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, Offshore School Representative (OSR), B.C. Principal, B.C. teachers, and the International Director.

The Owner/Operator, Grand Canadian Academy (Asia) Ltd, is responsible for the B.C. Program. The Owner/Operator also operates a consulting company in B.C. to support students to gain admission into universities throughout the U.S. and Canada.

The Mission of GCA is to offer a first rate British Columbia education to Chinese high school students in order to help them prepare successfully to gain acceptance to and complete a post-secondary education.



The **Core Values** that have been widely integrated at the school are:

- **Respect** - Showing respect for themselves, the school community, and school property,
- **Honesty** - To be honest and accurate in their work and not to be involved in deception of homework, assessments or any interactions,
- **Diligence** - It is expected that students focus their best efforts on learning and preparing for the future. Students must take responsibility for their education and development.

GCA has also cited two main goals for the 2016/17 school year. They are:

1. To have less than a 15% differential in English course marks between provincial exams/ practice provincial exams and the school mark,
2. Students will increase their reading speed by a minimum of 25%.

The Team would like to thank Grand Canadian Academy (GCA) 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 or suggestions contained in the previous report from 2015/16.

## 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 duly filed a Business Plan with the B.C. Ministry of Education confirming the sustainability of the program. The Team noted growing enrolment in the B.C. Graduation Program. With the growth witnessed in Tongxiang and the strong support of the Chinese administration, projections are for enrolment to continue this upward trend, especially due to the fact that the school has recently introduced a new Transitions Program. This program will enable students to enter the B.C. program, who do not yet meet the English language acquisition test scores requirement.



Plans are underway for the building of a new campus to house the B.C. program, pending final approval from the local Education Bureau. The Team viewed the property where the building would be constructed.

## **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 requirements as outlined in the Agreement. The Team verified that the Program has approval of appropriate Chinese authorities. The Owner/Operator was on site for the inspection and the Team noted the strong support of the Mao Dun School for the B.C. Program.

Furthermore, the Team met with the Chinese Principal during the inspection progress. He confirmed his support for the B.C. Program and his strong desire to ensure it continues to be a successful program.

### **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 viewed the documents relating to municipal codes and safety requirements including food services, earthquake and fire drill documentation. The School follows emergency protocols for fire safety, and emergency disasters such as earthquakes. The Team examined the campus safety management plan including policies on weapons, controlled substances, school access and the handling of serious incidents.

The Team is satisfied that the facilities are in compliance and 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 Owner/Operator has appointed an experienced OSR who meets the requirements set out in Section 14 of the Agreement. The OSR has extensive experience with the B.C. Global Education Program and is to be commended on his active “on the ground” support and assistance to the staff and students within the B.C. Program.

The OSR was on site for the inspection and was knowledgeable and helpful in response to the questions and clarity need from the Team.

**Commendation:**

The OSR is to be commended for his important and active, “on the ground” support and assistance to the staff and students within the B.C. Program.

**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 Principal meets the requirements as outlined in the Inspection Catalogue.

This is the Principal’s second year of employment at GCA and he holds a Basic Certificate of Qualification issued by the B.C. Teacher Regulation Branch. The Principal has served in another offshore school prior to coming to GCA.

The School also employs two Vice-Principals who have time set aside in their teaching schedules for leadership duties. The Team commends this practice and encourages the School to formalize the leadership duties for these positions.

The Team reviewed the duties and responsibilities of the Principal. The Team confirmed that the Principal had a growing knowledge pertaining to instructional leadership and the new B.C. educational plan. The School is encouraged to consider additional strategies for the Principal to support his growing knowledge of instructional leadership and the incorporation of these skills into his daily work with staff.



**Commendation:**

The School is commended for the appointment of two Vice-Principal positions.

**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:**

The School meets the requirements for administrative support to effectively run the B.C. certified program. A full time Principal and two Vice Principals who have time scheduled for administrative duties run the school.

Two administrative assistants are responsible for student records and management of all data for the B.C. program. Furthermore, both employees are responsible for Ministry data and for translation services and ongoing communication between parents and the school.

The International Director is responsible for the majority of the marketing and the ongoing collaboration between the two schools.

Mao Dun, the Chinese School, ensures effective technology support for the B.C. program.

**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:**

Student records were examined and found to be complete and up to date as outlined in Section 3.5 of the Inspection Catalogue. All student records are stored in locked filing cabinets in the Principal's office. The files are well organized and maintained by two administrative assistants.

**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:**

The School has copies of local certificates for teachers of exempted courses. Staff files are housed in a locked cabinet in the Principal's office. The Team examined all of the teachers' files and affirm that they contain the appropriate documents.



**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:**

GCA has a clearly articulated plan for the implementation of the redesigned B.C. curriculum as outlined in the Inspection Catalogue for Offshore Schools.

Staff members refer to the Ministry web site to advance their knowledge and understanding of the requirements of the redesigned curriculum. The Team recognizes the professional development undertaken to help staff with the implementation of the redesigned curriculum. The two Vice Principals and the OSR attended the Offshore School Professional Development Workshop in Richmond, B.C. in July and have begun to share the information with their colleagues. Professional days have been reserved for discussions and idea sharing and some of the staff will be meeting with teachers from other schools to share their plans and discuss strategies.

##### **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 Team confirms that the school principal directly manages the student admission process and commends the inclusion of all staff in the interview process. GCA makes use of an assessment instrument that assesses language proficiency in the areas of listening, reading, grammar, and oral fluency.

Once admitted into the program students are supported in their regular English language classes. Additional support blocks are provided where appropriate. The teachers support the students through ongoing and continual assessment and evaluation. Language acquisition is



enhanced through programs such as Sustained Silent Reading and whole school language intensive programs organized by the staff. Practice exams are a regular routine and the support of the OPC is commended.

The Team acknowledges the School's timetable organization, which allows for more language classes. The Team would suggest a whole school orientation and focus dealing with language acquisition, which could further enhance the opportunities for staff to work collegially in support of learners.

**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 GCA meets the course credit requirements as outlined in the Inspection Catalogue. The teachers and school maintain appropriate records that demonstrate compliance in all areas.

GCA supports student learning by offering the following exempted courses:

- ESL 10

GCA offers BAA courses:

- PE 10 and 11
- Mandarin 12
- Chinese Culture and Geography 10
- Chinese History 11

**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:

The Team confirms that course outlines meet all the requirements. Teacher outlines and reviews contain reference to course content, teaching strategies, assessment and evaluation. There is a linkage and connection to the B.C. Prescribed Learning Outcomes. The Principal meets with all staff to review their outlines regularly



**Commendation:**

The Team commends the staff at GCA for its efforts in generating and using course outlines to guide instruction.

**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

**Comment:**

The Team confirms that the school meets the instructional time allotments requirements as outlined in the Inspection Catalogue.

The School, through the support of the OSR and the Principal, provides opportunities for teachers to adjust and enhance their instruction. Through discussion and suggestion, all staff are encouraged to try new techniques and more clearly incorporate language acquisition into their classrooms.

**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:**

GCA establishes policy and practice to ensure that school grades reflect individual student achievement in the B.C. curriculum. The staff discusses language acquisition informally during their prep time and during staff meetings. The Principal reviews course outlines, which also include specific follow up conversations regarding ESL strategies and accommodations.

Staff have a formal and strategic approach to ensuring accurate and common assessments of student work.

Staff at GCA, review exam results during formal meetings. Teachers are encouraged to set targets for student learning and develop plans to improve student achievement.

The Principal and the staff, carefully invigilate provincial exams. At least three B.C. program and domestic teachers invigilate the exam in a secure environment.

The Team commends the school for its goal of reducing the discrepancy between exam and course marks. The Team suggests further collaborative efforts on improving language proficiency and exam results which would bode well for growth of the B.C. Program.



**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 Team confirms that GCA meets the learning resources requirements of the Inspection Catalogue.

There is a library that has a significant collection of text and computer resources available to students. Students are also able to use the library in the domestic program. The School has a plan for the purchase of more materials for the library and is well supported by the Principal of the domestic program.

Student learning is supported by technology. Students have access to multiple computer labs throughout the Chinese and B.C. School and each classroom is equipped with computers.

**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:**

The Team confirms that GCA meets the student progress report requirements of the Inspection Catalogue.

The student progress reports address the intellectual, human, social achievement and career development requirements as outlined in the agreement. The school generates four formal reports and uses "I" reports where appropriate and required. There are formal parent-teacher interviews organized twice a year and informal meetings when requested.

The Team commends the school for a successful conversion to *Engrade Complete* as its learning management system. The system allows the school to report on results to students and parents and has communication capabilities allowing for more interaction with parents. The system also has analysis programs, which are useful to the staff in setting goals and direction to support student achievement.



**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:**

GCA has an updated Parent/Student handbook for this current school year, which meets the handbook requirements as outlined in Section 5.1 of the Inspection Catalogue. It lists the new Mission Statement of the School, which includes the core values and has a detailed list of policies and procedures that is a helpful reference for parents and students.

The Team noted a detailed summary of the graduation requirements for the B.C. Graduation Program and a strong policy for technology and internet usage.

**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 handbook includes a policy on professional conduct, reporting, parent meetings, and various pertinent items about teaching at GCA. Section 14 explains how to access the B.C. performance standards and various examples of “quick scales” for teacher usage.

**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:**

This section is not applicable, as the School does not deliver any aspect of its academic program through Distributed Learning.



## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Grand Canadian Academy (Jiaxing) for:**

- Supervision from an OSR with extensive experience with the B.C. Global Education Program. He is to be commended for his active “on the ground” support to students and staff within the B.C. Program
- The appointment of the two new Vice-Principal positions
- The School’s efforts in generating and using course outlines to guide instruction

### SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Director of International Education that, the British Columbia Program offered at Grand Canadian Academy (Jiaxing) be recognized as a British Columbia Certified Program.**

