

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

MAPLE LEAF INTERNATIONAL SCHOOL - WUHAN

WUHAN, HUBEI PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 17-19, 2016

## INTRODUCTION

On October 17-19, 2016, a Certification Inspection was completed on the Maple Leaf International School – Wuhan (MLIS-W) in Hubei 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 Larry Simpson, Paul Tigchelaar and John Anderson (Chair).

The School’s B.C. Program has an enrolment of 1425 students, in Grades 10-12. The MLIS – Wuhan is housed within the Maple Leaf Education Park. On this campus is the Maple Leaf Foreign Nationals School – Wuhan which is a B.C. program serving elementary and middle schools students as well as a Chinese elementary and middle school. The entire School, which houses the B.C. Program, enrolls 3,422 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 Maple Leaf School Superintendent – B.C. Programs, B.C. Principal, B.C. Vice Principals and Coordinators, Chinese Headmaster, B.C. teachers, librarian and support staff. The School’s Owner/Operator and Offshore School Representative (OSR) were unavailable due to other Maple Leaf commitments.

The Owner/Operator, Dr. Sherman Jen, is responsible for the B.C. Programs in Wuhan (MLIS and MLFNS) as part of the Maple Leaf Educational Systems which operates 8 high schools and 3 Foreign Nationals Schools in China and one high school program in Kamloops, British Columbia (Maple Leaf University School –Thompson Rivers University).



The Maple Leaf educational philosophy assumes that every child has a strong desire to learn and to develop an understanding of their world. They seek to offer students a supportive educational community which blends the innovative and enquiry-based western educational model with the culturally rich and disciplined traditional Chinese educational model to enable students to meet the challenges of living and working in an internationally diverse society.

The Team would like to thank Maple Leaf International School - Wuhan 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 last Inspection Report dated November 2014 listed no specific requirements.

The school has seriously considered and worked on the Inspection Team's Suggestion concerning: Language Assessment Materials, translation of Chinese Social Studies course overviews, formative and summative evaluation and exempted courses. The Team met with the English Systems Coordinator and confirmed that the system-wide Language Assessment testing materials are now created by the B.C. Program. The Team also reviewed the translated Chinese Social Studies course overviews.

**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 a comprehensive Business Plan that meets the requirement as outlined in the Agreement. The Team reviewed the appropriate documents and verified that all Agreement provisions between the Owner/Operator and the Ministry of Education have been met appropriately. As part of the Maple Leaf Education System the School has a strong commitment to the B.C. Offshore School Program and this support is indicated in the planning documents.



**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 outlined in the Agreement. The Maple Leaf Educational Systems takes seriously its good standing with local authorities and the Ministry. The support offered to its schools provides direct benefit to Administrators, teachers and students alike. The School is currently at capacity and plans are well underway to construct a new high school building on the current site. The Team reviewed all required documents and found them to meet the terms of the Agreement.

**Commendation:**

The Team commends Maple Leaf Educational Systems for the support it offers schools and for the incentives it provides to teachers and administrators as they work together to deliver the B.C. Offshore School 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:**

Maple Leaf International School meets all building regulations and health and safety requirements of the local authorities. The Education Bureau of Wuhan City approved the establishment of MLIS on June 5 2007.

Maple Leaf Education Park is an impressive and well-designed campus comprising of Maple Leaf International School- Wuhan and Maple Leaf Foreign Nationals School - Wuhan in addition to a Chinese elementary School and a Chinese middle School. It also includes school dormitories, a medical clinic, a gymnasium complex, large playing fields including an Olympic sized track and multi-level cafeteria complex. The school is planning to build an additional high school building in 2017/18 and all construction planning permits are in place. The Team is satisfied that all facilities are in compliance.



### 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 Maple leaf Educational Systems' Superintendent of Global Education has been appointed by the Owner/Operator as the primary liaison with the B.C. Ministry of Education. This exemption from the requirement to appoint an Off Shore Program Consultant was approved in a letter from the Ministry in May 2014. The Maple Leaf Education Systems employs a team of senior managers with authority to represent the schools with the Ministry of Education. During the inspection, the Team met with the MLES Superintendent of B.C. Programs who has authority over MLIS-W and MLFNS-W.

A detailed job description outlining the roles and duties of the Maple Leaf Superintendent was provided to the Team and this description meets the requirements as outlined in the Certification 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:**

Maple Leaf Educational Systems has developed an effective succession plan for school administrators under the guidance of the Superintendent. Recent past Principals and Vice-Principals have come up through the Maple Leaf system taking on various leadership roles such as Department Head, Academic Advisor, Administrative Coordinator and curriculum writing. Shared with MLFNS-W, MLIS-W has a full time Principal, two Vice-Principals and two Academic Coordinators. The MLIS-W Principal has taught in Wuhan since 2003 and started at the School in 2008. He has held a variety of administrative positions including that of Vice-Principal. He was appointed Principal at the start of this school year when the former principal was transferred to the Maple Leaf School on the TRU campus in Kamloops B.C..

The Principal has responsibility for the two B.C. Programs in MLIS-W and MLFNS-W. He fulfils all the requirements outlined in the Inspection Catalogue Section 3.3. The roles and responsibilities of the Principal are set out in the Employment Agreement for all Maple Leaf Principals. The Principal of MLIS-Wuhan has been a teacher, coordinator and Vice-Principal at the School and is very familiar with the School's needs and operations.

The School has developed a comprehensive system of teacher evaluation based on the work of



Charlotte Danielson. Administrators make four observations and conduct in depth meetings with the teachers in their first and fifth year at the school.

**Commendation:**

The Team observed a high level of professional teamwork among the administrative team and between the B.C. Principal and the Chinese Headmaster. The teacher evaluation process is aimed at professional growth and the time and attention given to this important function is commendable.

**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 Administrative Support Requirements as outlined in the Catalogue. The Principal is administratively supported by two Vice Principals and two Educational Co-ordinators, a part-time Registrar and a Registrar Assistant, Department Heads and a B.C. Secretary. The support staff has worked in the school for a number of years and provide valuable service to the school operations and professional growth. The Maple Leaf Educational Systems provides a wide overall structure to support their schools and their Principals.

The school successfully uses Power School as its administrative software and meets Ministry requirements for connectivity according to the Agreement.

**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:**

The student files are kept in filing cabinets in a locked room across from the office. A random sample of all three grades was taken and examined to ensure all relevant documents were included in the files. The files generally contained the school registration and English Language Assessment results, the necessary report cards and the Ministry Personal Information and Consent Forms. The Permanent Student Records were kept electronically in the Principal's office and were verified by the team. In some cases where the student transferred from the middle school, the application form was not in the file. The School has begun a process to ensure all records are kept in the one file.



### 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 Team reviewed teacher certification and noted there were six teachers whose Certificate of Qualification applications are still in review and who have received temporary exemptions from the Ministry until November 23 2016. Two of these teachers are currently on staff and four have been offered contracts but are waiting for their visas. One other teacher who has been offered a contract will need a letter of exemption should he obtain a visa before his Certificate of Qualification is finalized. All other Authorized Persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch (TRB).

Teacher files are kept in the Principal's office and contain evidence of TRB certification, a teacher contract, a completed evaluation as per school policy and a B.C. Ministry of Education Personal Information Consent Form.

The Team reviewed evidence that criminal records checks have been undertaken for all teaching assistants and verified through translated copies that all teachers of exempted courses have local teacher certification.

**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:**

There is clear evidence of steps taken towards the implementation of the redesigned B.C. curriculum. Teachers and administration have participated in relevant professional development, and are evolving overviews and practice towards full compliance. Department Heads intentionally lead the dialogue around building the redesigned B.C. curriculum with support and direction from system wide Educational Coordinators.

**Commendation:**

The School is commended for taking significant steps towards full implementation of the redesigned B.C. curriculum.



**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:**

Students who enter the Maple Leaf International School – Wuhan must take and pass the English Proficiency Test in order to fully participate in the B.C. program. The test is designed to measure English language competency and academic aptitude in the areas of reading comprehension and listening skills. Applicants also submit a written sample that is assessed by a certified B.C. teacher. The final step for applicants is an interview with one of the school’s native English speakers. The B.C. Principal oversees the process from start to finish, and the School’s ESL staff administers the test. The test is monitored regularly to ensure its integrity as are the skills of the personnel trained to assess the tests results.

If students fail the Proficiency Test they may enter either the Foundations or the Bridging Programs as alternate pathways to acceptance into the program. These ESL-based programs are devised to increase a student’s English proficiency level to the point where they can successfully complete the Proficiency Test and enter the full B.C. program.

There is an intentional consistency of teaching methods and practices that span the spectrum of subjects. This serves to support and enhance the English language acquisition by the students. As a positive result, evidence shows that more students are writing English 12 Provincial exams.

**Commendation:**

The School is to be commended for practices that encourage and support the acquisition of the English language in all disciplines.

**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 school offers the following approved BAA courses:

- Introduction to Math and Science 10
- Psychology 12
- International Relations 12.

Course outlines for these Board/Authority Authorized courses are available and were reviewed by the Team.



Mandarin 10/11/12, Chinese Socials 10/11/12 and Physical Education 11 are all courses with exemption status. Letters stating such are on file and the course outlines for Mandarin 10/11/12 are available in English as are those for Chinese Social Studies 10/11/12

Currently, the School does not allow students to challenge courses.

**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 is satisfied that after visiting all the classrooms, the School meets the course overview requirements as outlined in Agreement. Course overviews consistently reflected the format established by the Maple Leaf School system and incorporated relevant components of the B.C. curriculum.

A binder was available in each classroom with appropriate material contained under the following categories:

- Course overviews
- PLOs, Unit plans and Lesson Plans
- Teacher schedules
- Assessment strategies and samples
- Marks and report card samples
- English only and SSR Rubrics
- Student attendance records
- Student work samples
- Teacher resume and TRB Certification
- MLIS-W pyramids of intervention
- MLIS-W Teacher Handbook

Significant collegial dialogue was evident in common departmental staff rooms, enabling strategic and intentional planning of classroom curriculum and practice.



**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 MLIS-W exceeds the instructional time and learning outcome requirements as set out in the applicable Orders.

The School recognizes that all students at MLIS-W are ESL learners and as such require English language instruction in all subject areas. As such, there is intentional consistency of teaching methods and practices that span the spectrum of subjects. All students take extra English courses and Communications 12 is written in Grade 11. This extra support has resulted in an increased number of students enrolled in and passing English 12.

**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 School has clearly articulated assessment policies which include:

- Allocation of marks and weighting
- Formative and summative strategies
- Evaluation of English spoken in classrooms is linked to PLOs
- Department heads ensure that ESL best practice strategies and methods are effectively used across all discipline

MLIS-W works effectively on strengthening the delivery of an English-based educational program to students whose first language is not English.

The School continues to perform well on the provincial exams at Grades 10, 11 and 12. Along with an increased number of students writing and passing the Grade 12 English exam, the Team commends the school for the percentage gains it has demonstrated in both the Science and Mathematics exams at the Grade 10 level.

Provincial exam results are carefully monitored for the purpose of tracking student achievement and ensuring that the gap between school-based marks and exam scores is not significant. To accomplish this, monthly marks are submitted to the Principal for review. These results are shared with teachers in departments to encourage and support consistency. The Administration and Department Heads routinely review grade books to further support



consistency within a calendar year and in subsequent years. Within defined boundaries, additional opportunities for relearning are offered. These include rewriting assignments and/or quizzes.

Provincial exams are taken on individual laptop computers with security 'lock downs' in place. The Team confirmed that all Provincial Exam delivery practices included expected security and invigilation elements.

**Commendation:**

The School is commended for the significantly increased percentage of Grade 12 students writing the English provincial exam and the gains demonstrated in both the Science and Mathematics exams at the Grade 10 level.

**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 meets the expectations for learning resources as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.

The School has a well-appointed library and employs a full time librarian and assistant librarian. The School library has secured ProQuest, Canadian Curriculum Edition E-library and TumbleBook Cloud E-book collection in their campus library and continues to build book and online resources to enhance student learning. Generally, subject areas are well supported by new and relevant text resources that are consistent with B.C. curricular requirements.

Technology resources include a distributed laptop program in its third year of operation. Students are welcome to use programs accessible by tablets or smart-phones and two computer labs support any additional need. Excellent IT support is also available to ensure optimal student learning. The Team observed effective and consistent use of technology and many lessons were presented seamlessly using a projector and screen.

**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 School provided student progress reports that contained marks achieved, work habits, and a description of the students' progress for each course. Student reports are provided in both



English and Mandarin.

Four formal student reports and four informal reports are offered each year.

Additionally, use of Power School has allowed for a parent portal which allows live access to student's assessments, attendance and teacher comments.

## 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 an informative and attractive Handbook for parents and students. Material in the Handbook is provided in both English and Chinese and sets out the responsibilities and opportunities of a student at MLIS-W.

### 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:

Maple Leaf Educational Systems produces a comprehensive Teachers Handbook for all its schools. The book clearly outlines policies and expectations and provides a good deal of relevant information on living in China and working at MLIS.

## 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 is not offering any Distributed Learning Courses at this time.



## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Maple Leaf International School with the following Commendation:**

- The Team commends the Maple Leaf Educational Systems for the support it offers schools and for the incentives it provides to teachers and administrators as they work together to deliver the B.C. Offshore School Program.
- The Team observed a high level of professional teamwork among the administrative team and between the B.C. Principal and the Chinese Headmaster.
- The teacher evaluation process is aimed at professional growth and the time and attention given to this important function is commendable.
- The School is commended for taking significant steps towards full implementation of the new B.C. curriculum.
- The School is to be commended for practices that encourage and support the acquisition of the English language in all disciplines.
- The School is commended for the significantly increased percentage of grade 12 students writing the English provincial exam and the gains demonstrated in both the science and math exams at the Grade 10 level.

### SUMMATIVE RECOMMENDATION

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

