

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

SINO BRIGHT SCHOOL NO. 8
DONGCHENG DISTRICT, BEIJING
PEOPLE'S REPUBLIC OF CHINA
NOVEMBER 2-3, 2015

INTRODUCTION

On November 2-3, 2015 a Certification Inspection was completed on Sino Bright School No.8 (SBS8) in Beijing, People's Republic of China, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC 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 *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Desmond McKay and Gloria Metzger (Chair).

The School's BC Program has an enrolment of 181 students, in Grades 10-12. The program is housed in the Beijing Yihai #8 Middle School, International Division campus. The School is located in a relatively new residential suburb of Beijing. The entire school (K-12), which houses the BC Program, enrolls 385 students.

During its visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), BC Principal and BC Teachers and support staff.

The Owner/Operator, Beijing Sino Bright Education Co. Ltd, (BSBE) is responsible for the BC Program. The Owner/Operator also operates a BC Program School in Kaifeng (Grade 11-12). Another school in Xian will have a pre-certification inspection this year. In addition they operate a number of other educational facilities in China and British Columbia, none of which are certified to offer the BC Program.

The BC Program's philosophy, objectives and special features include:

"Sino Bright School strives to offer a quality educational program in China to meet the needs of Chinese and international students. Students are exposed to a variety of learning activities and



strategies with a focus on student-centered learning and the ability to produce lifelong, creative, cooperative and independent learners.”

The Team would like to thank Sino Bright School No.8 for its hospitality and cooperation during the inspection visit.

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

Requirement Met Requirement Not Met Not Applicable

Comment:

The previous report contained no requirements that needed to be addressed.

**OWNERSHIP AND AGREEMENTS / BUILDING
AND SAFETY COMPLIANCE 2.0**

2.1 The Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (The Agreement).

Requirement Met Requirement Not Met

Comment:

The Owner/Operator has met all of the requirements as set forth in *the Agreement*. Documentation was examined which indicated support from the local authority. The School has a well established twinning arrangement with School District #47 (Powell River, BC). Many students take winter and summer programs through SD47 but the Team was unable to determine the exact nature of these courses, nor who had taken what course, nor when.

2.1 (v) The Owner/Operator has completed and filed the Business Plan section with the BC Ministry of Education, confirming the sustainability of the Program.

Requirement Met Requirement Not Met

Comment:

The OPC and Owner indicated that a Business Plan has been filed in a timely manner with the BC Ministry of Education confirming the sustainability of the Program.



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

Requirement Met Requirement Not Met

Comment:

Copies of documents relating to the local building, safety and cafeteria codes and regulations were reviewed by the Team during their visit to the School and found to be appropriate and current. The building is inspected annually and regular fire drills are undertaken in conjunction with the Chinese School with whom the facility is shared. The School has yet to complete an earthquake drill this year.

SBS8 has a modern well-equipped campus suitable for the support of the BC program. The facility has been renovated to “make it more like a BC school” and displays of appropriate educational materials and student work are to be found in the halls and classrooms. While the School does not have a specific gymnasium there are three multi-purpose indoor spaces and outdoor courts that are used for the PE and sports programs.

ADMINISTRATION 3.0

3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. 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 Province has confirmed the appointment of an OSR (based on an exemption letter) who performs all of the functions required and does this for both certified BC Programs operated by Sino Bright. In addition, this individual performs many other duties as assigned by the parent company. The Owner/Operator must ensure those additional responsibilities do not impede the ability of the OSR to fulfill her obligations as OSR as described in the Offshore School 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:

The principal is new to the School this year. He replaces a person who was at the School for the 2014-15 school year only. The School is fortunate to have an individual with over 20 years of



teaching experience in addition to administrative experience in South America and a BC Offshore school in China. A clear job description was provided which outlines his duties at SBS8.

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 Principal is supported in his duties by a .5 vice-principal. It is suggested that a job description be developed for this position, as there does not seem to be clarity as to what those duties are at this time. Also providing administrative assistance are a Curriculum Coordinator, Foreign Affairs Specialist, BC Program secretary and personnel at head office who assist with student recruitment and admissions.

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:

This requirement as outlined in Section 3.5 of the Inspection Catalogue was clearly not met. Student Records examined were found to be incomplete and inaccurate. Time precluded an examination of every student file, but a broad sample was examined. There was no discernable organization to the files. Single files contained from one to three Permanent Student Record (PSR) (Form 1704) and were most often incomplete. No Medical Alert information was contained or indicated in any way. The School seemed unsure who actually had Medical Alerts. Many discrepancies were found between report card marks and marks entered through TESS onto the Permanent Student Record. It was of concern that student mark information was being entered by sources outside the school based on work completed outside the BC program. Students were found to have completed 'remedial' work at Head Office and/or other non-certified Sino Bright campuses and marks awarded by certified Program teachers at SBS8 changed.

Courses taken by students in winter and summer sessions through a 'twinning' arrangement with Powell River School District were not documented or at least that documentation could not be produced for the Team. The Team could not determine the length of the course, if the teacher was certified, who took the course and what course was taken.

Requirements:

Students are required to have only one Permanent Student Record (Form 1704) and the



Principal is responsible to ensure the accuracy of that information.

All PSR must be fully complete with the required information including Medical and Legal inclusions.

The previous two years reports cards must be in the file and support the information entered onto the Permanent Student Record is accurate.

Only work and marks provided through the Certified BC Program may be entered onto the Permanent Student Records.

Any course(s) offered outside the designated school year and regardless of venue must meet all Ministry requirements for authorized courses for offshore schools. Documentation must be available for all courses taken in the winter and summer programs including timelines, overviews, teacher certification and student records as to who took what courses with report cards.

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:

Teachers within the BC Program were all found to be certified and teaching in areas representing their strengths as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.

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

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School's Inspection Catalogue indicates students entering the BC Program write an English Proficiency Test that is administered and assessed by the BC principal, the BC Vice Principal or designate when they first enter the School. The Team could not confirm this process is being followed, and the result is that students are being admitted directly into the BC Program



without the requisite English language skills for success and are being admitted late in the semester (November). However, the newly appointed administration has initiated a formal process to assess students prior to being admitted into the BC Program. A monitoring system has also been developed by the Principal to track the progress of student language acquisition. Students with low English skills are placed in a "Very Intensive Program" (VIP) that uses a range of intervention strategies including attending the learning center for extra support. There is evidence that classes are grouped into levels based on English language proficiency, with the lowest group having almost no English language skills. While there does not appear to be a system wide plan for ELL teaching/learning intervention strategies, teachers are individually using ELL strategies in their lesson designs. The Team also noted that a plan has been put in place to use a large portion of staff meetings to do on-going professional development in various areas including assessment, differentiated instruction, content area reading and comprehension strategies for ELL classes.

Commendations:

Teachers' commitment to their students and the efforts they are making to accommodate the needs of ELL learners.

The School's use staff meetings for on-going professional development.

Requirements:

The ELL assessment for the BC Program must be administered by a BC certified teacher under the direction of the BC Program principal.

The School must review and/or develop an admission policy for the School.

Late enrolling students cannot be enrolled in authorized Ministry courses with fewer than 100 hours of instruction.

4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

SBS8 has Ministry approval for BAA YESL Skills 10, and has received permission in writing to exempt Mandarin 10, 11 and 12, PE 10, and Fine Arts 10. In examining student records, Form 1704, The Team noted credit was being given for a BAA ESL 10B course, which does not have MoE approval.

Requirement:

If SBS8 wishes students to be eligible for more than four credits for ESL courses they must



seek approval from the Director of International Education for additional BAA courses.

4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.

Requirement Met Requirement Not Met

Comment:

The Team confirmed course overviews have been developed and include content, timelines, teaching strategies, achievement indicators and links to the prescribed learning outcomes. The Team observed the inclusion of ELL teaching/learning strategies by staff in their lesson designs. The staff has made a focused effort to ensure that classroom instruction is planned to meet the diverse needs of English Language Learners. They have made every effort to ensure students feel supported and valued.

Commendations:

The Team noted that SBS8 staff has developed a caring and nurturing learning environment in which students are clearly engaged in their learning.

A culture of support and respect was evident in student and staff interactions.

4.4 The School meets the Instructional Time Allotments requirements as outlined in Section 4.4 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:

In semester one SBS8 meets subject instructional time requirements for all courses except DPA and PE 10. The Team could find no evidence that PE 10 was being offered and the required 150 minutes of DPA were not being met. A semester two timetable has not been developed at the time of this inspection; however, SBS8 is aware of the need to meet the instructional time requirements for DPA and PE 10. Graduation Transitions is in place and a staff member has scheduled time to work with students to ensure all course requirements are met in time for graduation, including an exit presentation/interview at the completion of the course.

Requirements:

SBS8 make the necessary scheduling adjustments to meet the required time allotments for



DPA.

SBS8 make the necessary scheduling adjustments to meet the required time allotments for PE 10

4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

A review of assessment records confirmed that the School is meeting program requirements for assessment practices and strategies in semester one courses. The Team also noted that summative and formative assessment strategies are being used; however, there appears to be an emphasis on summative assessment. It was also noted that in 2014/15 the average provincial exam mark for English 10, Communications 11 and English 12 was below 50%, but the discrepancies between Provincial Exam results and school marks in these courses are within Ministry allowable limits. Ministry exam data for the same year indicates almost no discrepancy between school marks and Provincial Exam marks for Math 10, Science 10 and Social Studies 11.

4.6 The School meets the Learning Resources requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School has textbooks and workbooks for various courses, but it was noted that many of these resources arrived three to four weeks late in the semester. In the case of FMP 10 the textbooks still have not arrived at the time of this inspection. However, the Team did observe teaching staff utilizing smart board technology and a variety of web based and teacher developed instructional resources.

SBS8 has a library with a collection of English curricular and non-curricular resources that has been developed by the librarian and teaching staff. The short-term plan is to expand student access to research sites and other web based resources by augmenting the library collection with online databases and eBooks.



4.7 The School meets the Student Progress Report requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Student progress reports are generated through the Engrade software program, which teachers use to keep a record of student marks. The school reports to parents four times a year and has parent teacher evenings after the first report of each semester. Translators are available to assist with home/school communication, and homeroom teachers provide updates on a regular basis. The report card includes a letter grade, percentage and comment in both English and Chinese for each course.

The School must ensure that report cards are distributed to parents in a timely manner, which was not the case during the last school year. The Principal is responsible for establishing student evaluation and assessment processes and reporting to parents in addition to maintain complete and accurate school records (*the Agreement*, Schedule B Part III, 3.viii, xii)

Requirement:

The Principal must have direct control over data entry and the production of student report cards through the student tracking system (Windsor/TESS).

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 Parent-Student Handbook and found it to be comprehensive, up to date and contained all the items as outlined in the Inspection Catalogue. The handbooks are made available to parents and students. At the beginning of each semester parents are invited to come to a meeting at which further information on the BC Program is provided and the handbooks are distributed and key sections reviewed. Time is taken at assemblies throughout the year to review portions of the handbook with students.



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:

SBS8 has developed a comprehensive Teacher Handbook, which is updated annually. Policies and procedures pertaining to relevant areas of employment are included as well as matters relating to student learning and safety. The Teacher Handbook also includes information on living in China and Beijing. The School also produces a booklet for teachers entitled Common Issues Package that provides valuable information on 16 'focus' areas of teaching and living in China.

CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Sino Bright School No. 8 for the following:

- Course overviews and unit planning were in place and there was evidence the BC curriculum was being followed and learning outcomes met in a timely manner,
- The relationship between the Chinese and BC staffs is positive and collegial,
- The use of technology to support classroom instruction and learning,
- Staff and student interactions are respectful and caring,
- The high level of teacher commitment to students and their efforts to accommodate ELL learners,
- The focus in regular staff meetings on professional development activities,
- The administration for the development of a VIP list and interventions for those students requiring intensive ELL intervention.

Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2016 the Owner/Operator provide the Director of International Education, responsible for BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- The ELL assessment for the BC Program must be administered by a BC certified teacher under the direction of the BC Program principal.



- The School must review and/or develop an admission policy for the School.
- DPA for grades 10 through 12 must be 150 minutes per week.
- Students cannot be enrolled in authorized Ministry courses with fewer than 100 hours of instructional time (late enrolling students.)
- PE 10 must meet the Ministry prescribed time allotment requirements.
- Students are required and may have only one Permanent Student Record (Form 1704) and the Principal is responsible for ensuring the accuracy of the information entered.
- All PSR must be fully complete in the required information including Medical and legal inclusions.
- The previous two years reports cards must be in the student file and support the accuracy of information entered onto the Permanent Student Record.
- Only work and marks provided through the Certified BC Program may be entered onto the Permanent Student Records.
- The Principal must have direct control over data entry and the production of student report cards through the student tracking system (Windsor/TESS).
- Any course(s) offered outside the designated school year and regardless of venue must meet all Ministry requirements for authorized courses for offshore schools. Documentation must be available for all courses taken in the winter and summer break programs, including timelines, overviews, teacher certification and student records as to who took what courses supported with report cards.
- If SBS8 wishes students to be eligible for more than four credits for ESL courses they must seek approval from the Director of International Education for additional BAA courses.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Sino Bright School No. 8 continue to be recognized as a British Columbia Certified Program.

