

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

MAPLE LEAF INTERNATIONAL SCHOOL - CHONGQING

YONGCHUAN DISTRICT, CHONGQING

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 9–11, 2016

INTRODUCTION

On November 9-11, 2016, a Certification Inspection was completed on Maple Leaf International School – Chongqing (MLIS-C) in Chongqing, 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 Harry Moes and Gloria Metzger (Chair).

The School's B.C. Program has an enrolment of 603 students, in Grades 10-12, of which 115 were in the Bridging or Foundations Programs.

During its 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 Chinese Headmaster, Superintendent of Maple Leaf Schools, B.C. Principal and Vice-Principal, B.C. teachers and administrative support staff.

The Owner/Operator, Maple Leaf Educational Systems (MLES), is responsible for the B.C. Program. In addition to the B.C. program on this campus, MLES operates a Chinese K-9 school of approximately 600 students. In total, Maple Leaf Educational System operates eight B.C. high school programs across the People's Republic of China. It also operates three Foreign National Schools (K-9) and 45 Chinese program middle and elementary schools. This year a Grade 10 – 12 MLES program was opened on the campus of Thompson Rivers University in Kamloops, B.C.

The B.C. Program's philosophy, objectives and special features include providing students with a sound program that blends the educational strengths of East and West. The objective of the school is to prepare students for western post-secondary learning institutions by meeting the



learning outcomes of the B.C. curriculum.

The Team would like to thank Maple Leaf International School - Chongqing 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 previous inspection report contained no requirements. Some suggestions were made which have all been considered by the school and implemented to a substantial degree.

- The issue of scheduling the use of the gymnasium has been addressed through improved communication and the opening up of additional instructional areas for the physical education program. Next school year the gym will no longer be a shared facility, which should negate any further concerns in this area.
- A sign-off sheet has been included in each student file indicating the student score and the oversight of both the ELL teacher and the principal.
- School internet bandwidth has been substantively increased.
- MLES has worked to develop a comprehensive mentorship program for new principals and teachers throughout the Maple Leaf system.

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:

MLES continues to maintain its core beliefs and values of fostering a comprehensive international education system that emphasizes academic excellence within a supportive community that respects and promotes cultural norms and traditions for both Chinese and international students.

The Business Plan includes a comprehensive five-year plan for growth and expansion in both China and Canada. MLES has started construction on a new K-9 campus in the empty lot next door to the current K-12 campus, which is scheduled to open in the fall of 2017. Moving the K-9 students into the new building will open up considerable facility space and program options in the current buildings for the B.C. high school program.

MLIS-C communicates on a regular basis with parents. This year the portal available through



PowerSchool will be opened which will allow parents regular and on-going communication in Mandarin to all aspects of the School and their child's academic progress.

Commendations:

MLES is to be commended for its broad vision for growth of the B.C. Program in general and specifically for the projected opening of the new K-9 school on the MLIS-C campus this fall, thereby opening many facility and program options for the B.C. 10-12 Program.

MLIS-C in conjunction with MLES has successfully implemented a variety of staff retention strategies such that staff retention has moved from 20% in 2014-15 to 80% in 2015-16.

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 operates the school in accordance with the laws of the District of Yongchuan, People's Republic of China. It has provided the British Columbia program since September 2009.

The Owner/Operator's head office administers and oversees all the MLES B.C. schools through the superintendent's office. The structure of MLES ensures that all requirements of the Agreement are met.

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:

Documentation was provided to verify all local building, safety and cafeteria codes and regulations have been met.

MLIS-C is located in the new town section of Yongchuan District, Chongqing. The campus is large and includes a main teaching building of five stories, two dormitory buildings of six stories, a cafeteria of two stories and a gymnasium of three stories, which includes classrooms, foods room, two dance rooms, weight rooms and a golf simulator room. Outdoor facilities include a running track, all weather field, basketball courts, badminton court and track and field



facilities. Some of the facilities are currently shared with the K-9 program, but as of September 2017 a new building will be completed for that program which will free up considerable space for the B.C. 10-12 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 Superintendent of Global Education for MLES serves as the approved Offshore School Representative.

The Team confirms all OSR requirements and responsibilities are carried out in accordance with 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 Principal holds a current Certificate of Qualification (COQ) from the Teacher Regulation Branch (TRB). He is in his second year as Principal of MLIS-C and his fourth year as an administrator. He has been employed within the Maple Leaf school system for eight years.

He is responsible for the overall operation of the B.C. Program including all the duties outlined in Part III Schedule B of the Agreement. He is supported in his work by a full time Vice-Principal for the first time this year. Both administrators are actively involved in the assessment and evaluation of the teaching staff. The process used is both comprehensive and thorough as evidenced by the reports in teacher files.



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:

All administrative support requirements in Section 3.4 of the Inspection Catalogue (Annual Report) have been met. MLES provides coordinated financial and administrative support for each of its B.C. schools through the superintendent's office. In addition, MLES employs five coordinators who have specific responsibilities for English enhancement, Information Technology, Science, Math, Social Studies and inter-school athletics.

The position of Vice-Principal MLIS-C has been increased from half to full time this year. MLIS-C has a full-time office manager, B.C. secretary, foreign affairs secretary and human resources secretary in addition to finance and admissions departments.

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 records are contained in filing cabinets in the Principal's office (B.C. program) and in the Admission's Office (Chinese program). The Team examined both sets of records and concluded that together, they meet the requirements of the Inspection Catalogue for Offshore Schools. Student records were well organized containing all the elements required.

Currently there is no process in place to track students with medical issues and there is no mechanism for informing teachers of these conditions.

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

Teacher files were found to be complete including TRB certification information, teacher contracts, completed evaluations as per school policy and B.C. Ministry of Education personal information consent forms. Documentation was complete for all Chinese certified teachers



teaching exempted courses within the B.C. Program.

Teacher evaluations are carried out in a timely and comprehensive fashion. There was evidence of considerable teacher/administrator dialogue and both formal and informal observation. The feedback provided for the enhancement of teaching and learning was substantial.

Commendation:

The School is to be commended for the in-depth and comprehensive teacher evaluation processes currently in place.

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:

School staff members participated in the 2016 B.C. Offshore Schools Professional Development Workshop hosted in Richmond, B.C.

MLES has created new curricular coordinator support positions for English, Math, Science, Social Studies and Physical Education/Athletics facilitating support for the Schools' department heads. There is recognition amongst the various MLES schools that each campus needs to determine the best way forward to ensure that the core competencies are a focus for student learning.

The administration shared with the Team that the remaining 2016-17 Professional Development Days will focus on the redesigned 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:

The School utilizes a graduated system, established by MLES, for entry into the B.C. program at Grade 10. Depending on their English proficiency, students will be placed in Foundations, Bridging or the full B.C. Program. A proficiency test is used to determine student entry level, and their progress in the acquisition of the English language is closely monitored. Students are able to advance from Foundations to Bridging or from Bridging to full B.C. Program, upon



successful completion of the B.C. entrance exam.

The B.C. entrance exam is administered under the supervision of the principal and is based on reading comprehension and listening skills; a written component comprised of an original composition; and an oral component comprised of an interview with a native English speaker.

The School schedules a fully staffed student support program called the 'Charging Station,' where teachers are available to help students during all teaching blocks, lunchtime and after school. Identified at-risk students, in consultation with the subject instructor, academic advisor and school counselor are scheduled for Charging Station opportunities as well as for the Thursday afternoon extension Lasso program.

Commendation:

The School is commended for creating a culture of the written and spoken English language in a safe and encouraging environment.

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 is in compliance with the International Student Graduation Credit Policy for equivalency, challenge, exemptions and BAA courses.

Currently the following BAA Courses are offered – Canadian Academic Essentials 10, Film Studies 12, International Relations 12 and Psychology 12.

The School continues to offer Mandarin 10, 11, 12, and Chinese Social Studies as courses that are exempted from having B.C. certified teachers as classroom instructors.

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 long term plans, developed by the MLES system and modified and personalized by staff, daily lesson plans and classroom observation provide evidence that the Ministry prescribed learning outcomes for the current Graduation Program are being met.



The School continues to use traditional course overview templates, and will finalize planning documents/frameworks that will demonstrate compliance with the draft redesigned curriculum.

Commendation:

Teachers are to be commended for giving evidence that course overviews are living documents, which guide day-to-day learning and teaching in the classroom.

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:

Students are taught for 6.1 hours a day over the course of a 183-day school calendar. The 1116 hours of instructional time exceeds the minimum 850-hour minimum instructional time requirement.

Course outlines, instructional strategies and professional initiatives developed by MLES greatly assist program delivery. The Team was informed during the visit that subject coordinators will be appointed by MLES system to not only better assist current program offerings, but to also support the anticipated redesigned curriculum initiatives and requirements.

Students are in compliance with respect to the Ministry of Education's Daily Physical Activity requirement.

Classroom visits, and student and teacher interviews, revealed that the twelve English acquisition strategies developed by MLES system, have greatly benefited students as second language English learners.

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 uses assessment instruments that have been standardized by the MLES system as well as teacher-generated formative and summative assessments. Teachers are familiar with the Performance Standards website to ensure that they remain aware of the expected level of



student achievement.

All required provincial examinations were written during the 2015-16 academic year. The School continues to schedule dedicated review time to prepare students for the in-school and provincial examination writing experience.

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 purchased ProQuest: Canadian Curriculum Edition, E-Library and TumbleBookCloud ebooks to encourage reading and facilitate meaningful research. School-based budgeting prioritized funds for the purchase of additional print materials identified by the various academic departments.

All incoming grade 10 students are issued a laptop. These computers are used for the instructional program and adapted for secured use when writing examinations.

The School utilizes two computer labs, each housing 35 computers. The completion of the new 3D printing lab has resulted in grade 10 students completing an Information Technology 3D Printing Unit.

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 confirmed that student progress reports contain the necessary components; attendance, letter grades, percentages, work habits and comments.

The School uses teachers, counsellors, administration and PowerSchool to communicate with parents. The School has its own WeChat groups for students in the counsellor's homerooms, as well as parent groups. The PowerSchool student and parent portal have opened teacher grade books and student attendance records. The transmission of information carefully protects the confidentiality of both students and parents.



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 Parent/Student Handbook is developed and updated annually by MLES. It contains policy and procedures for appeals and dispute resolution, student assessment, student admissions, student discipline, student supervision and parental appeals as outlined in section 8.11 of the Agreement.

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:

MLIS-C has a very extensive Teacher Handbook that covers all the requirements including hours of work, benefits, conditions of employment, termination, professional development and performance management. In addition, there are sections on student-related matters such as student safety, code of conduct, discipline etc. This Handbook is developed by MLES and updated annually.

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 has a policy that students may only enrol in a Distributed Learning course after having completed the equivalent course at the School. During the Team's visit, it was observed that five students were enrolled in a Distributed Learning course for upgrading purposes.



CONCLUSION

Commendations

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

- The vision for growth of MLIS-C which has been developed in conjunction with MLES, which includes the projected opening of a new K-9 school on campus, thereby creating facility and program options for the B.C. 10-12 Program.
- The strategies that have been implemented which have resulted in greatly improved staff retention rates.
- The attainment of accreditation status with AdvancED at such a high level.
- Creating a culture of the written and spoken English language in a safe and encouraging environment.
- The evidence provided by teaching staff that course overviews are living documents which guide and inform the instructional program.
- The comprehensive and in-depth teacher evaluation processes in place.

Suggestions

The Inspection Team encourages the Owner/Operator and School to consider:

- Developing a process(s) for ensuring that B.C. staff are aware of students with medical alerts and/or conditions.
- In conjunction with MLES initiatives, the school administration and staff:
 - undertake purposeful planning in preparation for the required redesigned curriculum implementation and be able to provide evidence to future Ministry inspection teams of that planning,
 - engage in professional development opportunities to better develop an understanding of the philosophy of teaching and learning that underlies the redesigned curricular changes to ensure staff is able to successfully manage the transition process.

SUMMATIVE RECOMMENDATION

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

