

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA ZIBO NO. 11 SECONDARY SCHOOL

ZIBO, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 25-26, 2017

INTRODUCTION

On October 25-26, 2017, a Certification Inspection was completed on Canada Zibo No. 11 Secondary School in Zibo, Shandong Province, People's Republic of China, termed CZSS or 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 Executive Director of International Education, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Mr. Hugh Gloster and Mr. Harry Moes, Chair.

The School's B.C. Program has an enrolment of 136 students, in grades 10 - 12. The entire School, which houses the B.C. Program, enrolls 4000 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 members of the host school's administrative team.

The Owner/Operator, Mr. Sunny Bai, is responsible for the B.C. Program. His company, Beijing Kezhi Times International Consulting Co. Ltd. (Kezhi) operates five additional B.C. offshore schools in China : Canadian Langfang Secondary School - Langfang, Hefei Province; Canada Changchun Shiyi Secondary School - Changchun, Jilin Province; Canada Chengdu Shi Shi Secondary School - Chengdu, Sichuan Province; Canada Hefei No. 1 Secondary School, Hefei, Anhui Province; and Canada Kunming No. 10 Secondary School - Kunming, Yunnan Province.

The B.C. program's philosophy, objectives and special features includes:



- Dedication to the success of its students in preparation for their future academic, career, and personal lives by promoting excellence in a supportive and respectful school environment.
- Exploration of the challenging aspects of the surrounding world through the joys of inquiry-based learning.
- Encouraging holistic learning and inter-cultural communication and awareness.
- Offering both the Chinese Graduation Certificate from Zibo No. 11 Secondary School and the B.C. Dogwood Diploma to its graduates.

The Team would like to thank Canada Zibo No. 11 Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

The School is commended for scheduling and arranging the attendance of the owner/operator. The owner/operator, along with the principal and the offshore school representative collaboratively and meaningfully supported the October 25-26, 2017 certification inspection.

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

Requirement Met Requirement Not Met Not Applicable

Comment:

The School has responded to the requirements set out in the October 17-18, 2016 inspection report.

Under the supervision of the school administration, teachers completed mandated bi-weekly meetings to overview/preview daily planning (with PLO's specified weekly), unit planning and annual planning (course overviews). The principal monitored teacher progress by weekly classroom visits. To support current ongoing curricular planning and to prepare for the mandated new/revised BC curriculum implementation plan, Kezhi developed district wide professional development.

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 School's 2017-18 Business Plan, submitted to the Ministry of Education was reviewed by the Team. It was noted and observed that the School continues to maintain its mission



statement and/or philosophy statements presented in the 2016-17 Annual Report.

The School is permitted by the Shandong Education Bureau to recruit up to 60 students into grade 10 each year. Marketing strategies includes radio/TV and website advertisements, recruitment brochures and a very active school WeChat station. The Team was informed that 140 students completed entrance examination and oral assessments this past summer.

Commendation:

The School is commended for partnering with Lowel High School in Vancouver, giving students the opportunity to study for a semester in Canada, partake in summer and/or winter camps for academic and cultural experiences, and tour prospective B.C. university campuses.

**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, Beijing Kezhi Times International Consulting Co. Ltd. (Kezhi), Mr. Sunny Bai, meets all the requirements as set forth in the B.C. Global Education Program – Offshore Schools Certification Agreement.

The principal and the offshore school representative collaboratively participated and supported the October 25-26, 2017 certification inspection. The Team met with the owner/operator on the afternoon of October 25th.

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 is housed within the International Department Building on the Zibo No. 11 Secondary School campus. The campus is gated and secure and recently renovated. Eight classrooms, two computer labs, staff room, English program library, and designated offices are available for program delivery and administrative needs. The host school provides science labs,



sports facilities, library, and assembly room (theatre) access to CZSS.

Local building, safety and cafeteria codes and regulations are met by the larger host school. Compliance documentation was reviewed.

The School has a written emergency plan for natural disasters (i.e., fire, earthquake) and has revised the documentation to include a protocol for unplanned temporary or permanent closure of the school. The School is aware that the updated emergency plan needs to be vetted for accuracy and functionality by the OSR with the submission of the 2018 Annual Report.

ADMINISTRATION 3.0

3.1 Offshore School Representative (OSR) - The owner/operator must 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 appointed offshore school representative (OSR), Mr. Adrian Conradi, serves as the primary liaison between the owner/operator and the Ministry of Education.

The OSR is knowledgeable about all aspects of the School's operations and all related aspects of the owner/operator's business operations, governance, business and administrative functions of his operation of the school.

3.2 The principal meets the requirements as outlined in section 3.2 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School principal has twenty years of experience, eighteen in offshore schools (ten in China with B.C. Program Schools) and since September 2016, as principal at CZSS. The principal fulfills the requirements outlined in Section 3.2 of the inspection catalogue and detailed in his job description. He motivates and encourages the staff to remain professionally current, and employs a team approach, working closely together with the owner/operator, OSR, the host school, administrative staff and teachers.



3.3 The School meets the administrative support requirements as outlined in section 3.3 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Currently the school does not have an vice-principal. An administrative assistant, whose task is clearly outlined in her job description, capably and effectively supports the principal, owner/operator and OSR. Six support staff assigned by the host school assist with admissions, finances, facilities and accommodations.

The Kezhi superintendent and the OSR support the principal with academic programming, contract related issues, strategic planning, and human resource management.

The School contracts out academic advising, assisting students upon request, in understanding and completing university entrance examinations and applications; and securing student visas.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The school principal and administrative assistant maintain and securely store individual student record files for all students with current registration forms, English language assessments (verified by the principal), the last two report cards and the B.C. Ministry of Education's personal information consent forms.

3.5 The School meets the teacher certification requirements as outlined in section 3.5 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.

The Team verified that teacher files contain current teacher contact information and a copy of the teacher's work permit or visa.

Employment contracts between teachers and the owner/operator clearly outline the terms of employment. The School has updated their employment contracts to acknowledge that the



Province of British Columbia is not party to the contract of employment between the owner/operator and the teacher and that the Province of British Columbia is not liable in any event, instance or circumstance.

The Team verified that locally certified teachers (of approved exempted courses) have valid local certification and that criminal record checks were appropriately filed.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The staff of CZSS benefit from being part of the Kezhi organization that operates several B.C. offshore schools. The Superintendent of this group has provided professional development resources that have helped the principal and staff to explore aspects of the redesigned curriculum. This has included creating planning templates that make connections to the 'Big Ideas' and 'Core Competencies', while also encouraging an examination of assessment practices. The principal uses staff meeting time to support teachers as they consider the impact of the redesigned curriculum on their professional practice.

CZSS has also incorporated a BAA ESL course at the grade 10 level to support students in increasing their language proficiency and specifically preparing for the upcoming changes to the Social Studies curriculum. A major focus of this course is introducing the subject-specific vocabulary that students need to be familiar with as they begin to explore the rich content within the new curriculum.

Commendations:

The staff of CZSS is commended for the work they have done to create:

- The positive school culture that has evolved from the excellent relationship that exists between teachers and students; and
- The positive learning environment in classrooms that was observed to be challenging, yet fun, and frequently student-centered.



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:

CZSS has a comprehensive assessment process for identifying prospective students to enter the B.C. Program. Interested students are invited to participate in sessions that happen in one of two sittings offered in the spring or in a third opportunity that takes place in late June.

The exam is divided into five sections designed to assess listening, vocabulary, grammar, reading and writing. Invigilators of this exam are provided detailed instructions to ensure a consistent and fair process for the students. Following the written component, students participate in an oral language interview based on a set of dialogue prompts and scored using a holistic rubric. The assessment process is conducted by B.C. certified teachers and the final decision regarding student admission is made by the B.C. Program principal.

Teachers who are new to the school receive a professional development session on 'Teaching English Language Learners'. This has been followed with a session on 'Checking for Understanding and Encouraging Student Engagement'. Returning staff members have also been involved in providing support to their colleagues, and some useful teacher resources have also been kept in a cabinet in the staffroom.

Commendation:

The staff of CZSS are commended for their use of a variety of teaching strategies and assessment methods that promote higher level thinking skills while also helping to meet the needs of English Language 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 all requirements described in the Operating Manual for Offshore Schools are being met.

The School supports student learning by offering ESL 10 as a BAA course. Physical Education 10, Mandarin 10, Mandarin 11, Mandarin 12 have been exempted from requiring BC certified teachers, and appropriate documentation is in place to support each of these course offerings.



4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (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 all requirements for course planning are in place, and that this is an area of strength for the staff of CZSS this year. Thanks to the leadership being provided by the Kezhi organization and the principal, the teaching staff consistently had detailed course overviews, unit plans and lesson plans. These lesson planning documents typically included reference to: the unit being taught; the lesson topic; the 'Big Ideas'; the prescribed learning outcomes; the learning intentions; resources/materials to be used; the lesson structure and the assessment plan. The units were deliberately structured to ensure that all PLO's would be addressed during the year. Teacher planning documents also referenced the redesigned curriculum during this transitional year.

Commendation:

The staff of CZSS are commended for the detailed course, unit and individual lesson plans they have created to enhance the educational experience for their students. The inclusion of elements of the redesigned curriculum within these planning documents is particularly noteworthy.

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), 4 (6), 5 (8)(a) and (d) and s. 5.3 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 requirements for instructional time allotments have been met. The school currently offers 950 actual school hours per year, which far exceeds the minimum requirement of 850.

The School operates on a linear system with a timetable that offers 7 blocks of time per day, each of which is approximately 45 minutes long. In the afternoon the timetable flexes with all student attending co-curricular clubs during the last period on Tuesday. Students involved in Distributed Learning courses report to that class on Thursday. Following this, all students attend their Chinese classes, and, with the majority of students choosing to live on campus, they finish their day with mandatory study time.



Commendation:

Along with exceeding the instructional time requirements, the School is also commended for the co-curricular programs it offers, including the Clubs Program and the Reading Competition Program.

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 data report was not available to the Team in time for the on-site visit, however it was possible to review the overall success of the previous year's graduating class with the principal and members of staff.

The discrepancy between school grades and exam results does appear to be trending downward slightly. There has been some indication, however, that initiatives to improve the overall English language proficiency of the students has had moderate success. The comparison between class and exam marks is an ongoing area of focus for the principal when working directly with individual teachers.

Assessment practices also play a significant role in supporting student progress, with the Kezhi organization making this a priority for professional development in their schools. During the inspection, the Team observed teachers using both formative and summative assessment strategies as well as routinely checking for understanding amongst their students.

From the perspective of parents and students, what is significant is that all of last year's graduates were able to gain entry into an accredited international post-secondary institution.

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 is well-equipped in terms of learning resources and is supported by the host school and owner when needs arise. There is an adequate supply of textbooks and other print materials, and a photocopier and paper supplies are provided in the B.C. Program staff room.

Each classroom has recently been fitted with a large touch screen computer/presentation



board at the front of the room. This can function like a white board, but it can also be used to project lesson materials and online information to the class. Students were also observed using this touch screen device to present information to their classmates.

There are two IT/computer labs that are dedicated for use by the B.C. Program, however, these cannot be used to run the latest software, as they are currently set up on a dated operating system. This situation has been brought to the attention of the owner/operator and the host school administration team.

The library space has been updated over the past three years, and is now well equipped with many fiction and non-fiction titles that have been coded according to reading level. There are also eight computers that can be used by staff and students. The library is currently used to support the reading club and the school-wide reading competition, otherwise it is somewhat underused. Another staff member is being hired in the near future and hopefully will be able to use the library to support the literacy program for the school.

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's report cards meet the current requirements of the Student Progress Report Order. Formal report cards provide letter grades and percentages for all courses, along with an assessment for work habits. Teacher comments are also included, and these are translated into Mandarin for the benefit of the parents. Report cards also list both BAA and Exempt courses as well as recording whether the requirements for Daily Physical Activity and Grad Transitions are being met.

The School operates on a four-term system with formal report cards being sent home in November, January, April and June. Student-teacher-parent meetings are held following the release of first and third term report cards, and parents are informed that they may request a meeting with the teachers of their children at anytime. Communication to parents takes many forms, including online through WeChat from homeroom teachers, open houses and parent meetings by student grade level.



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, with designated sections dealing the School's mission statement, philosophic underpinnings, staff, organizational structures, procedural expectations, as well as assessment and evaluation descriptions, is updated yearly, and is descriptive, informative and current.

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 comprehensive teacher handbook details staff professional and social responsibilities, parent and teacher appeal procedures, teacher evaluation policy and a staff brochure to assist with staff orientation.

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 offers courses through Distance Learning. The Kezhi superintendent of schools supports the principal in liaising with SD73 Global Education when Distributed Learning is requested by students. Currently nineteen students are enrolled in Calculus 12 and three in Biology 12.



CONCLUSION

Commendations

The Inspection Team wishes to recognize the owner/operator, principal and staff of Canada Zibo Secondary School for:

- The dedication to the success of its students in preparation for their future academic, career, and personal lives by promoting excellence in a supportive and respectful school environment.
- Partnering with Lowel High School in Vancouver affording students the opportunity to study for a semester in Canada; partake in summer and/or winter camps for academic and cultural experiences; and tour prospective university campuses.
- Professionally responding to the requirements outlined in the October 17, 18, 2016 Inspection Report.
- The collaborative participation of the principal, owner operator and the offshore school representative in supporting the October 25, 26, 2017 certification inspection.
- The positive school culture that has evolved from the excellent relationship that exists between teachers and students.
- The positive learning environment in classrooms that was observed to be challenging, yet fun, and frequently student-centered.
- The staff for their use of a variety of teaching strategies and assessment methods that promote higher level thinking skills while also helping to meet the needs of English Language Learners
- The staff for the detailed course, unit and individual lesson plans they have created to enhance the educational experience for their students. The inclusion of elements of the redesigned curriculum within these planning documents is particularly noteworthy.
- Along with exceeding the instructional time requirements, the school is also commended for the co-curricular programs it offers, including the Clubs Program and the Reading Competition Program.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education that the British Columbia education program offered at Canada Zibo Secondary School continue to be recognized as a British Columbia- certified School.

