

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA HEFEI NO. 1 SECONDARY SCHOOL

HEFEI, ANHUI PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 17-18, 2016

## INTRODUCTION

On November 17-18, 2016, a Certification Inspection was completed on Canada Hefei No. 1 Secondary School (CHSS) in Hefei, Anhui 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 Gloria Metzger (Chair) and Harry Moes.

The School's B.C. Program has an enrolment of 227 students in Grades 10-12. The B.C. Program is housed within Hefei No. 1 High School, which has been operational since 1902. The entire Chinese school, which houses the B.C. Program, enrolls over 7000 students. Of those students approximately 480 are foreign students as there are also two American programs on site.

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 Chinese Assistant Principal, Offshore School Representative (OSR), B.C. Principal, B.C. teachers and the Chinese international coordinator.

The Owner/Operator, Sunny Bai, Beijing Kezhi Times International Consulting Co. Ltd. (BKTIC) is responsible for the B.C. Program. In addition to the agreement entered into with Hefei No. 1 High School, BKTIC operates five other B.C. Program schools within China and one in Vancouver, B.C.

The B.C. Program's philosophy, objectives and special features are described in the Parent/Student Handbook. The mission statement is as follows: 'We are dedicated to preparing our students for success in a rapidly changing world by providing a supportive yet



challenging learning environment that promotes excellence, recognizes and respects individual differences and encourages students to set high personal goals.’

The Team would like to thank Canada Hefei No. 1 Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

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

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

There were four requirements noted in the previous inspection report all of which have been addressed. The issue of the allocation of administrative time was addressed by appointing a Vice-Principal with 25% administrative time in addition to the full-time principal position.

CHSS students are now all completing daily physical activity logs, and/or participating in the physical education program. Further, final report cards include a comment indicating the requirement for daily physical activity is being met as outlined in Section 4.7.

The PE 10 course overview has been updated to include an accurate time line for the delivery of the course as outlined in Section 4.2.

The following measures have been take to address the previous Team’s suggestions:

- The Superintendent and OSR are continuing to provide ongoing and regular support to the staff in order to try to maximize retention rates. Kezhi has also hired a curriculum and instruction coordinator who will assist principals in each location in providing effective strategies for ELL learners and professional support to teachers in the classrooms.
- Teacher evaluation policies and procedures are available to all staff in the staff handbook, and informal and formal evaluations are ongoing.
- The Superintendent has initiated a Kezhi Administrators Professional Learning Community (PLC) forum and sharing of best practices, resources and other collaboration is ongoing.
- Formative assessment practices is a key item for Kezhi professional development initiatives under the direction of the superintendent and curriculum and instruction coordinator
- Internet connectivity and accessibility in the school has been increased
- The main school supports the library with annual grants to enhance the acquisition of library materials.



**Commendation:**

The Principal is to be commended for taking immediate steps to ensure the continuity of leadership and a successful inspection process.

**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 has submitted a thorough Business Plan to the B.C. Ministry of Education. The School is allowed to recruit 90 students per year and is on track to enrol that number of students in each grade grouping for the upcoming school year.

The School is hoping that classrooms will all be updated in the near future. The goal is to have all classrooms equipped with white boards, bulletin boards and Smartboards, ceiling projectors and a sound system.

Teacher retention and recruitment continues to be an ongoing issue and a number of steps have been implemented to try to address these issues.

**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 Team confirmed that the Owner/Operator meets the requirements set forth in the Agreement and verified all items noted in Section 2.1 of the Annual Report. The Team also confirmed that:

- the Owner/Operator has a document on file from the Hefei Bureau of Education, providing permission for BKTIC to operate CHSS as a B.C. Program within Hefei No. 1 High School.



**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:**

Hefei No. 1 Secondary School is responsible for the construction and maintenance of the facilities for the entire school campus. The campus consists of six separate six-storied teaching buildings, administration buildings, dormitories, dining halls, gymnasium, out door track, basketball and tennis courts.

The School is located on the fifth floor of the International Building consisting of offices for all B.C. Program administration and teaching staff, a library, computer lab, and classrooms. The facilities are inspected, cleaned and maintained according to the standards and laws of the area.

The majority of the CHSS students live on campus for the school week and return home for weekends. Chinese staff, from Hefei No. 1 Secondary School, supervise students outside of regular school hours and a school clinic staffed with medical personnel is available for medical services for both students and staff.

The Team noted that students in the B.C. Program practice fire and earthquake drills and staff are aware of evacuation procedures.

Documents relating to municipal codes for health and safety compliance were available, reviewed and found to be in order.

The Team is satisfied that facilities are in compliance and are suitable to support the B.C. Program.

**ADMINISTRATION 3.0**

**3.2 Offshore School Representative (OSR) - The Owner/Operator may appoint an individual to act as Offshore School Representative. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.**

Requirement Met       Requirement Not Met

**Comment:**

Mr. Adrian Conradi, appointed in April 2015 by Mr. Sunny Bai (Owner/Operator), acts as the Offshore School Representative for four of six Kezhi organization offshore schools. He possesses the authority to represent and legally bind the Owner/Operator and meets all of the



qualifications set out in Part II (1-8) of Schedule B of the Agreement.

Mr. Kyle Chong, Superintendent of Schools for all BKTIC schools, supports Mr. Conradi. Mr. Chong, a B.C. graduate with experience teaching in B.C. offshore schools, provides training in leadership, curricular development and operations of a B.C. offshore school.

**Commendation:**

The Team commends the OSR for undertaking an extensive investigation and report on Kezhi teacher recruitment that defines the issues the schools face and what is being proposed as possible solutions to ensure a constant and quality supply of teachers for the Kezhi group of schools.

**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 School has experienced some difficulties retaining a Principal in the last year. A Principal was hired for September 2015. He was replaced in January 2016 with an individual who was only intending to stay until school year end. A new Principal was brought in for September 2016 who was unable to get a work permit. The current Principal took over about three weeks ago and is committed until the end of this school year. The current Principal fortunately has five years total administrative experience in B.C. offshore schools, one as a Vice-Principal and four as a Principal. He is able to fulfill all of the duties as outlined in Part III Schedule B of the Agreement and as stated in the job description written by the Owner/Operator.

The School must ensure a succession plan for next year, and beyond, is implemented as soon as possible.

**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 Section 3.4 of the inspection catalogue. Through the head office of Kezhi, a superintendent and part time curriculum coordinator support all the Kezhi schools offshore. Within the School, the Principal is supported by a Vice-Principal, administrative assistant, Chinese office manager, Hefei #1 international director and assistant director, guidance counsellor and Chinese head teachers.



TESS is the administrative software used for the electronic transfer of data to the Ministry.

### 3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

Comment:

Student records were found to be complete in all required aspects as outlined in Section 3.5 of the inspection catalogue. They are stored securely and with appropriate backups scheduled throughout the year.

### 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 with the exception of one under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

One teacher has a letter of exemption valid until December 13<sup>th</sup>, 2016. All required documentation is reportedly with the TRB. The School does have a plan in place should certification not be awarded in December as anticipated.

Teacher files were found to be complete with all required documentation including TRB certification, teacher contracts, completed evaluations as per school policy and B.C. Ministry of Education personal information consent forms.

Locally certified Chinese teachers delivering exempted courses had evidence of criminal record checks and Chinese teacher certification in their files.

## 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:

Staff from Kezhi B.C. offshore schools participated in the 2016 B.C. Offshore Schools



Professional Development Workshop hosted in Richmond, B.C.

The Kezhi B.C. offshore schools created a new systems curricular coordinator position to support the needs of each campus to ensure that the core competencies are a focus for student learning.

The newly appointed curriculum and instruction coordinator works closely with the Kezhi superintendent and principals which has allowed for the establishment of a professional learning community.

The School administration shared with the Team that designated 2016-17 professional development days will focus on the redesigned curriculum.

Commendation:

The Kezhi B.C. offshore schools are to be commended for the prioritizing of systems curriculum coordination and support.

#### **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 administers a proficiency test to ensure that the student's level of English language proficiency is adequate to enable the student to meet or exceed the learning outcomes identified in the educational guide (Section 8.08) used to determine student entry, and student progress is closely monitored.

The administration is committed to the policy that the final entrance examination is administered under the supervision of the principal. The School is encouraged to try to ensure this examination is written prior to the end of the school year when B.C.-certified staff is available to supervise. The examination is based on reading comprehension and listening skills; a written component and an interview.

Students currently receive the opportunity to enroll in multiple English courses during each year of the Graduation Program. Compulsory Drama class enrollment has facilitated confidence in spoken English.

One week summer and winter English camps are available to students in Toronto and Vancouver.



**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 school offers one BAA Course – English as a Second Language 10 (YESFL10)

The School continues to offer Mandarin 10, 11, 12 as equivalency courses, and Physical Education 10, and Fine Arts 12 as exempted 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 confirms that long term plans developed by the School and modified and personalized by staff, daily lesson plans and classroom observation provide evidence that the Ministry prescribed learning outcomes are being met as required.

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

**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 instructed for 5.3 hours a day over the course of a 182 day school calendar. The 967 hours of instructional time exceeds the minimum 850 hour minimum instructional time requirement.



Course outlines, instructional strategies and professional initiatives assist program delivery. The Team was informed during the visit that a Kezhi B.C. schools curriculum coordinator was appointed to better assist current program offerings, and to support the anticipated redesigned curriculum initiatives and requirements.

Students are in compliance with respect to the Ministry of Education's daily physical activity and grad transitions requirements.

PE10 and Fine Arts 12 are offered over a three-year period by Chinese-certified teachers at the end of the school day.

#### **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 standardized assessment instruments 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 the 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.

The administration uses historical provincial examination data to set target levels for student achievement. A review of the past year's provincial examination results revealed that it would be wise to closely continue to monitor the School's English course marks and examination mark differential.

#### **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:

Since the last School inspection, students and teachers have had improved internet access for instructional and research purposes. Although each classroom has overhead power projectors the Team observed little use of technology to assist the instructional process.

Dedicated computer labs are used for instructional purposes and adapted for secure use when



students write B.C. provincial examinations.

Magazines, newspapers, biographies, non-fiction and fiction short stories and novels are interwoven throughout the curriculum.

**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.

Teachers, counselors, administration and electronic letters are all means to communicate with parents. The transmission of this information carefully protects the confidentiality of both students and parents.

Communication with parents is handled through dialogue between B.C. staff, and Chinese head teachers. B.C. staff work directly with the Chinese department to convey important messages, discipline, and/or academic issues. The office sends out school wide messages through a QQ parent's group, so parents are kept up-to-date.

**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 was reviewed, found to be informative, and contained most of the recommended policies. Since the School grants equivalency credits and enrolls students in distributed learning courses, the requisite policies should be included in the student/parent handbook.



**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 Teacher Handbook meets the requirements as outlined in Section 5.2 of the Annual Report for offshore schools. The Handbook has been developed for all of the Kezhi group of schools with some additional information that may apply to the specific school. It is updated annually by both the superintendent and the School.

**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 when the School does not offer a desired/required course. The Team observed that thirty-five students will be enrolled in a Distributed Learning course - Calculus 12 during the second semester.

## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Canada Hefei High School for:**

- The Kezhi B.C. Schools are to be commended for participating in the July 2016 Offshore Schools Professional Development Workshop and for prioritizing systems curriculum coordination and support and the subsequent appointment of a curriculum support coordinator for the Kezhi group of schools.
- The cooperative and collaborative working relationship with Hefei No. 1 Secondary School in planning for and supporting the growth and sustainability of the B.C. Program.
- Recruiting students with such a high degree of English language fluency resulting in an enhanced opportunity for success in the B.C. Program.



- The Principal taking such immediate steps to ensure the continuity of leadership and a successful inspection process.
- The OSR undertaking an extensive investigation and report on Kezhi teacher recruitment which defines the issues the schools face and what is being proposed as possible solutions to ensure a constant and quality supply of teachers for the Kezhi group of schools.

## **SUMMATIVE RECOMMENDATION**

**The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirement to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Hefei No. 1 Secondary School be recognized as a British Columbia Certified Program.**

