

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA LANGFANG SECONDARY SCHOOL

LANGFANG, HEBEI PROVINCE

PEOPLE'S REPUBLIC CHINA

NOVEMBER 14-15, 2016

## INTRODUCTION

On November 14-15, 2016, a Certification Inspection was completed on Canada Langfang Secondary School (CLSS) in Langfang, Hebei Province, 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 Brent Koot and Raymond Sutton (Chair).

The School's B.C. Program has an enrolment of 125 students, in Grades 10-12. CLSS is housed within the China Pipeline Bureau Middle School (CPBMS), a Grade 7-12 school that enrolls approximately 3,500 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 B.C. Principal, international education director, B.C. teachers and the leads of the host school.

The Owner/Operator, Beijing Kezhi Times International Consulting Co., Ltd, (Kezhi) is responsible for the B.C. Program. Kezhi operates five other schools in China which offer the B.C. Program. In addition, they offer a consulting service to support students in their applications to post-secondary institutions outside of China and to assist with travel and visa arrangements. In September 2015, the Owner/Operator opened an international school in Vancouver B.C.

The B.C. Program's philosophy, objectives and special features include:

- A dedication to preparing students for success in a rapidly changing world.



- Creating a supportive and inclusive learning environment that recognizes and respects individual differences, develops critical thinkers and promotes excellence.
- Preparing students for acceptance and success in post-secondary institutions outside of China.

The Team would like to thank Canada Langfang Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

<b>The School has satisfactorily addressed requirements contained in the previous inspection report.</b>
<input type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met <input checked="" type="checkbox"/> Not Applicable
<p>Comment:</p> <p>There were no requirements identified in the 2015 inspection. The Team was very impressed by the thoughtful and meaningful way the suggestions made in the previous report were addressed.</p>
<p>Commendation:</p> <p>The improvements made to the program at CLSS by their responses to the suggestions made in the 2015 inspection report.</p>

## BUSINESS PLAN

<b>The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the Program.</b>
<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The Team confirms the business plan submitted by the Owner/Operator confirms the sustainability of the B.C. Program being offered at CLSS. The Annual Report was well completed and contained all the information requested. All necessary support documents were made available.</p>



**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, after discussion, observation and review of the relevant documents, confirms that the Owner/Operator meets all the requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement.

**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:**

During their time at the School the Team reviewed and confirmed the original documents relating to the local building, safety and cafeteria codes and regulations and can confirm the School meets all requirements.

CLSS is located in a six-story building on the host school's campus. The classrooms and offices are mainly on the third and fourth floors with specialist areas such as library, computer lab and drama room, staff room and student areas being on other floors. The rooms vary in size but all are very adequate for the program. The building is well maintained and clean. In addition, the School has access to the science building when they need to use laboratories. The campus has an all-weather playing field and track and outdoor basketball and volleyball courts. CPBMS is currently completing construction of a double size gymnasium and an indoor swimming pool which CLSS will be able to use.



**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:

With regards to the Offshore School Representative, the Team confirms all the items in the inspection catalogue are accurate. The OSR functions in this capacity for three of the schools operated by Kezhi in China. He is a B.C. certified teacher with extensive service and experience in B.C. offshore 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 Principal is a B.C. certified teacher with experience teaching in different schools in various countries. This is her sixth year at CLSS and her second as Principal.

Her role is clearly defined and is accurately reflected in the inspection catalogue. She is well organized and knowledgeable when it comes to offering the B.C. Program in an offshore school.

The Principal has a .25 teaching assignment.

Commendation:

The Principal's preparedness for the inspection and her obvious commitment to the School.

**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 assisted by a .25 vice-principal, a director of international education and a full time administrative assistant. The VP is a new appointment this year and although a framework job description has been developed it is still very much a work in progress. The director of international education is appointed by CPBMS and has been with CLSS from the start. She is



the key liaison with the host school and does the initial admission interviews with parents and students. She is very passionate about seeing the B.C. Program succeed. The administrative assistant works with the principal and the director international education.

In addition to the above the Principal is supported by the Kezhi schools Superintendent and by a recently appointed system wide curriculum and instruction coordinator.

**Commendation:**

The administrative team on the effective and efficient way they work together to ensure the B.C. Program is well organized and operated.

**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:**

Hard copies as well as electronic student records are kept. Hard copies are kept in a secure place and are well organized, complete and up to date. Electronic copies are kept using the *TESS* system and again they were found to be complete. The *TESS* system is backed up on a regular basis.

**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:**

There are seven teachers employed in the B.C. Graduation Program. Six of the teachers have current B.C. certification. The seventh teacher has his paperwork submitted to the TRB and is waiting for it to be processed. He is currently covered by a letter of exemption issued by the International Education Branch of the B.C. Ministry of Education.

**The Team confirms that all Authorized Persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch or are covered by a Letter of Exemption.**



## 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:**

In discussion with the Principal and teachers, it is clear that the School has begun a process to implement the redesigned curriculum next year. Teachers have downloaded relevant curriculum documents and are comparing it to their current course curriculums. Elements of the redesigned curriculum are already part of instructional practice in many classrooms. The Team saw evidence of a personalized learning approach with an emphasis on developing individual strengths. The School is organizing professional development this year to address issues raised by the new curriculum. One of the difficulties of being in a small school is that often one teacher constitutes an entire department and this makes collaboration difficult. However, Beijing Kezhi Times International Consulting Co. Ltd. has a curriculum coordinator to support schools through professional development initiatives and work with individual teachers.

### 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 uses an English proficiency test that has been developed for system-wide use among the six schools owned by Kezhi. This assessment consists of reading comprehension, listening and writing, as well as an oral speaking component. The Principal is responsible for supervising the assessment test and makes the final determination of the students who are accepted into the program. System wide, students cannot be accepted into the schools unless they achieve 50% on the assessment. At Langfang however, the accepted students must achieve 70% for entrance.

In order to give the students the best chance for success, all students at the School have two blocks of English Instruction. In Grade 10, they take a BAA course, Introduction to English and Social Studies 10, and English 10. In Grade 11, they take Communications 11 and English 11 and In Grade 12, Communications 12 and English 12. In each year, students receive approximately 240 hours of English instruction.

During the evening, all students receive ESL support from Chinese English teachers. These classes use the IELTS program for skill development. There is also a peer tutor program to further assist students who require additional support. There are approximately 30 peer tutors



and 30 students receiving assistance. They meet four days a week for 30 minutes.

A notable feature of the school is that the students only speak English inside of the building. In the two days of the inspection, the Team observed English conversations in the classrooms and in the hallways.

**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 CLSS meets the course credit requirements as outlined in the Agreement. The School offers one BAA course entitled Introduction to English and Social Studies 10 that is delivered to all Grade 10 students. The School has approved exemptions for PE 10 and 11, Chinese History 11, and Mandarin 11-12. Grades for Mandarin 10 are determined through an equivalency process.

**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 observed classes of all teachers in the School. Teachers provided long term overviews for their courses and samples of unit plans and daily lesson plans. The Team confirms that the courses offered in the School meet or exceed the learning outcomes for each course. Their short-term plans and daily lesson plans particularly are well thought out, detailed, and show evidence that they are 'living documents' with annotations, room for reflection about what went well, and suggestions for improvement.

**Commendation:**

The quality of the planning documents used by teachers to organize their instructional practices.



**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 in the School receive approximately 1050 hours of instruction. This does not include the evening ESL instruction for all students.

Students in the School accumulate sufficient hours for Daily Physical Activity through a 30-minute daily exercise period, through daily PE 10 and 11, and through participation in sports and teams. Every Friday, the time accumulated is recorded and submitted to the homeroom teacher. DPA is recorded on all formal report cards.

CLSS makes a concerted effort to ensure that classroom instruction is planned and adapted to meet the needs of English language learners. This is most noticeable in Grade 10 where students are in the early stages of developing their language skills. In every class there is an emphasis on vocabulary development, writing, and speaking. By providing up to 240 hours of English courses per year, students have further opportunities to enhance their language skills.

**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:

Through classroom visits, observations of student work, review of course planning documents, and teachers' assessment records, the Team confirmed that the School is implementing appropriate assessment practices and strategies. Both formative and summative assessment methods are being used to determine student performance and progress. Assessment practices are linked to the Provincial Learning Outcomes and provide evidence of student understanding in relation to the learning outcomes.

Last year, the School established a school wide write program to measure student writing proficiency. This year, it will be written three times during the year. The last two writings will measure improvement from the initial baseline. This is used primarily to support instructional practices and to help identify individual students who are having difficulty.

Provincial exams are all within the limits for course/exam discrepancies. This past year, there has been a significant improvement in the discrepancy in English 12.





**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's library is in a large, open and attractive facility. It contains a computer lab and a good collection of reference resources. Acting on a suggestion from the previous inspection, the school purchased a large number of primarily fiction books. Most of these are for intermediate or better readers.

There are sufficient textbooks, workbooks and classroom resource materials to support instruction in all classes.

There are two computer labs in total in the school with a total of 60 computers. These are used for the IT 10 course, for projects in other classes, and for individual research. Classrooms are all equipped with smartboards or projection units connected to computers. Students in Grade 12 are allowed to bring devices to school but Grade 10 and 11 students are not. This includes the use of cell phones.

Wi-Fi in the school is adequate but will be insufficient to meet the School's needs as more students bring devices to class. Internet reception is slow and can be inadequate in some areas of 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 Team confirmed that CLSS complies with the student progress report requirements. Four formal report cards per year are sent home to parents. These reports include letter grades, percentages, work habit marks, and anecdotal comments. All subject areas including the exempted courses and DPA are reported. There is one formal parent-teacher conference, held in the fall.

In addition, teachers send 'in progress' reports at any time that students are failing or are at risk. These reports include links to assignments that students need to complete to help them increase their marks. Parent meetings are held as needed with the Principal, teachers, and the international programs director.



**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 Parent/Student Handbook and found it to be comprehensive and up to date. All items outlined in the Inspection Catalogue are included. Parents are informed of changes via WeChat while students are primarily informed of changes during their homeroom period.

**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 Kezhi School System has developed a comprehensive Teacher Handbook. A review of the handbook confirmed that it is current and covers all the items outlined in the Inspection Catalogue. Several appendices have been added to cover specific school issues.

**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:**

Students at the school receive instruction via the Distributed Learning program offered through School District No. 73 Business Company. A total of 35 students take a DL course (Calculus, Biology, Geography and History). Students taking Calculus 12 are supervised and all tests and quizzes are taken in a supervised setting.



## CONCLUSION

### Commendations

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

- The improvements made to the program at CLSS by their responses to the suggestions made in the 2015 report.
- The Principal's preparedness for the inspection and her obvious commitment to the School.
- The administrative team on the effective and efficient way they work together to ensure the B.C. Program is well organized and operated.
- The quality of the planning documents used by teachers to organize their instructional practices.

### SUMMATIVE RECOMMENDATION

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

