

# Certification Inspection Report

## BRITISH COLUMBIA PROGRAM

*at*

LUWAN SENIOR HIGH SCHOOL

SHANGHAI, HUANGPU DISTRICT

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 5-6, 2015

## INTRODUCTION

On November 5-6, 2015 a Certification Inspection was completed on Luwan Senior High School (LSHS) in Shanghai, Huangpu District, 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 Ms. Mary Manton and Mr. Henry Contant who served as the Team's chair.

The School's BC Program has an enrolment of 72 students, in Grades 10-12. The School shares the site with a public elementary, middle and high school. Each School has its own building and the students do not mix among campuses. The public school opened in 1953 but was rebuilt in 1997. The School consists of three buildings. The entire School, which houses the BC Program, enrolls 822 students.

During the Team's visit to the School, all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* were reviewed and meetings were held with the School's Owner/Operator, Offshore School Representative (OSR), BC Principal, Curriculum Coordinator, Teachers, Support Staff, Chinese Principal, Chinese Director of the BC Program, and the Assistant to the Chinese Director of the BC program.

The Owner/Operator, CINEC Education Group Limited is responsible for the BC Program. Through cooperation and partnerships with various Ministries of Education and educational institutions, CINEC Educational Group Limited promotes educational and cultural exchanges overseas. This is accomplished through the operation of various other programs; such as the British Columbia Global Education Program (operating a total of four BC Offshore Schools), a



teacher and education professionals training program, a university preparatory program and a self-developed Canadian Standard English Program.

CINEC provides students interested in studying abroad with an array of services that range from school and study visa applications to homestays and immigration. CINEC Consulting offers study-abroad and immigration services to help international students and families settle in Canada. CINEC Consulting is a team of certified and experienced immigration consultants who specialize in various aspects of the Canadian immigration law, providing professional advice on student, working and immigrant visa applications.

The BC Program's stated philosophy and objectives are self-described as "*dedicated to preparing its students for success in a rapidly changing world by providing a supportive learning environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence.*"

The Team would like to thank Luwan Senior High 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

Comment:

There were no requirements contained in the previous (November 2014) inspection report.

**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 Team confirms that the Owner/Operator meets all requirements identified in the BC Global Education Program Offshore Certification Agreement. Specifically, the Owner/Operator maintains sufficient organizational and financial capacity to effectively operate the School in spite of a decreased enrolment this academic year. The Owner/Operator has put in place school policies and procedures that are consistent with the terms and conditions outlined in the Certification Agreement.



**Commendation:**

The School is commended for its cooperative working relationship among the Owner-Operator, Offshore School Representative, Principal, Teachers and Support Staff. A spirit of mutual trust, respect and support characterizes these relationships. The accountabilities among these stakeholders are clearly defined, communicated and understood by all parties.

**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 Team reviewed the School's Business Plan filed with the BC Ministry of Education and confirms that it accurately describes the current state of the School.

Recent changes put in place by the Shanghai Education Commission have restricted the recruitment efforts of the School and subsequently impacted the Grade 10 student enrollment. CINEC is working with the Luwan Senior High School Principal and the Huangpu Education Bureau to determine how student enrollment numbers can be increased in subsequent years.

Even though the restrictions that have been placed upon the School by the Huangpu Education Bureau has resulted in the low enrolment (14 students) in Grade 10 this year, the Owner-Operator remains committed to the long term development of the School and is hopeful of a resolution to this situation.

**Commendation:**

The Team commends the Owner /Operator for his long term vision and commitment to the British Columbia program in Luwan Senior 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 BC Program.**

Requirement Met       Requirement Not Met

**Comment:**

The BC Program has been assigned the sixth floor of the Luwan Senior High School building. There are ten classrooms available: six currently assigned to teachers, one library, one reading lounge, one computer lab and two shared classrooms with the Chinese Domestic Program. There is an administrative office with an adjoining staff washroom and textbook storage room. There are three staff office areas: one for BC Program Teachers and Chinese Homeroom Teachers, one for a meeting area with parents and one for the Luwan Director of the BC



Offshore School Program. In addition, the program has access to the Luwan Public School Physics, Chemistry, Biology and Computer labs. There are male and female washrooms, separate washing areas and a purified water system providing hot and cold drinking water for staff and students.

There are three buildings on the property: the teaching building, the multiple-use building and the sports and entertainment building which includes a full sized gym and theatre. There are two outside basketball courts, a running track and a soccer field that are accessible for use by the BC Program.

Each class has an emergency evacuation folder which contains an evacuation route, complete class lists and safety procedures. Staff reviews the evacuation procedures at the beginning of each school year. Annually, four evacuation drills are scheduled to ensure staff and students are familiar with the evacuation procedures in the event of an emergency.

A school nurse works from 7:30 am - 4:30 pm daily in a nursing station found on the first floor of the Senior High School building. Any accidents or illnesses are referred to the nurse and she determines if the conditions warrants further medical attention and if parents need to be notified.

### 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 Owner/Operator has appointed an experienced Offshore School Representative, who serves as the Superintendent of all four BC Program CINEC Schools. Together, with the support of the CINEC office, they provide knowledge, support, continuity and experience regarding the BC program. The Team confirms suitability of the current Offshore School Representative.

**Commendation:**

The Team commends the Offshore School Representative and the CINEC office staff for their role in training and mentoring new principals for administrative positions and recruiting and retaining suitable teaching and support staff to deliver the BC program.



### 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 current principal assumed his role December 2014, and will soon be completing his first year as the School's principal. Prior to being the principal at LSHS, he served for 4.5 years within another CINEC school, 2.5 of those years as vice-principal. Prior to that he served 4 years in another BC Offshore Program and an additional year in a Group Four Independent School in British Columbia.

The principal brings a commitment to supporting the teachers, both in their development as professionals and their quest to deliver the BC program. The principal has encouraged the development of English Language acquisition both in and out of the classroom. He is using his IT skills to effectively enhance technology within the School.

#### Commendation:

The principal is commended for the progress he has made in his first year as principal and the effective way he is encouraging the use of technology to enhance classroom instruction and the addition of web-based resources and e-books to the library.

### 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 by a BC program teacher/curriculum coordinator who assumes the duties of principal in his absence and provides consultation and advice on a wide variety of issues.

The School's admissions process follows two sets of admissions standards: one for Luwan Senior High School (Grade 9 Final Exams) and one for the BC Offshore School Program (English Language Assessment). Both the Chinese and BC Administrative teams collaborate in the admissions process due to this shared responsibility. The teachers of the BC Offshore School Program also participate in the English Language Assessment for new students applying to the program. The principal retains ultimate control of who is admitted into the BC program.

Chinese homeroom teachers are assigned to the English classes along with the Assistant Director of the BC Offshore School Program. Together they provide translation services in parent meetings, at parent-teacher conferences and during administrative meetings with the Chinese Administration.



**Commendation:**

The School is to be commended for the cooperation that exists between the BC Program teachers and the Chinese domestic teachers.

### 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 Team verified that Student Records were in compliance with the requirements as outlined in the Inspection Catalogue.

The Permanent Student Record (1704) with students' PEN number is electronically maintained on the Windsor TESS program, and a hard copy is filed separately.

Copies of the English Language entrance assessment were appropriately filed for all students.

### 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 BC Teacher Regulation Branch.**

**Commendation:**

The Team commends the School for its ability to recruit and retain a dedicated teaching and support staff that have created a positive and caring atmosphere with their students.

## 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 Team reviewed the School's Student Admission Policy and confirmed that the Principal is responsible for managing the student admission process. There were 46 applicants for the BC



Offshore Program for 2015-16, of which 14 were accepted.

The Team reviewed the English Language assessment that is comprised of reading and writing sections. The BC teachers also conduct a 10 minute interview with each applicant and are they are responsible for marking the assessment.

The School provides support to improve students' achievement in English language proficiency in a number of ways. In addition to English 10 and 11, students complete the BAA courses English Language Learner 10 and 11. For this school year all Grade 12 students take English 12 and all but two students take Communications 12. An enriched English program for these two students has been put into place. A teacher assistant provides in class and lunch time support for at risk students. The Team observed some lessons that had students working in partners and groups and others that had students working in isolation IE: lecture, worksheets, and on-line tutorials.

The School has developed a list of ideas and resources to help students improve their English outside of the classroom (E.g. Reading – read every day in leisure time, Writing – chat on-line, listening – download and listen to news podcasts to and from school, Speaking – set a “speak English” time with friends). A variety of clubs (debating club, music, science, United Nations, Korean, French, Fitness) are offered over the lunch hour that are designed to enhance the students' English language proficiency. The multi-graded, co-ed House Teams provide opportunities for the students with more advanced English to be good English role models for others.

The School has provided support for their teachers on how to adjust pedagogy to enhance instruction for English language learners by using the book *High Impact Instruction: A Framework for Great Teaching* by Jim Knight for professional development. The goal of these professional development activities is to help teachers reinforce English to their English language learners.

Commendation:

The School is commended for its array of ideas and resources that have been put into place outside of the classroom to increase English acquisition to ensure the success of their students.

#### **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:

The Team confirms that the School offers sufficient courses and credits for students to graduate.



The School maintains records that demonstrate compliance for equivalency. Students receive equivalency for Mandarin 10 and 11. At this time the School has not used the challenge option.

BAA courses include English Language Learner 10 and 11 and Chinese History 12.

Courses that have been exempted from having BC certified teachers teach the courses in English include Physical Education 10, Information Technology 10 and Mandarin 12.

**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 visited all classrooms and reviewed course overviews, unit plans, lesson plans, student records, and student work. Course overviews reviewed by the Team confirmed that elements of content, teaching strategies, achievement indicators and time frame were present and show linkage to the BC learning outcomes. Evidence from this review supports that the BC courses being offered meet Ministry requirements.

**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:

The Team confirms that the School meets and exceeds the minimum instructional time allotments requirements as outlined in the Inspection catalogue for Offshore Schools. Section 4.4 of the Inspection Catalogue.





#### 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:

The School is in its third year of writing Provincial Examinations for Grade 10 and 11 subjects and its second year for Grade 12. The Team noted that the discrepancy between School Grades and Provincial Examination results for the 2014/15 school year ranged from 0% to 16%. Grade 10 English saw a decrease in the discrepancy between course mark and provincial exam by 5% over the two years. The discrepancy between the course mark and provincial exam mark in English 12 for 2014/15 was 16%. None or very little discrepancy between course mark and provincial mark are evident in the other subject areas.

The Team reviewed the section on Assessment and Evaluation in the Staff Handbook that outlines the School's policy and a list of assessment tools both formative and summative that is to be used in all subject areas. Students are provided with a mid-term, non-graded report outlining the students' work habits, organization skills and effort being made in their studies and an assessment of their level of English proficiency. The Team noted that the BC Performance Standards in Writing is being used to assess the English Language Assessment as well as to assess writing in the Humanities.

Targets are set for student learning by reviewing student achievement course and exam marks. CINEC tracks student results and administrators and teachers from all schools set learning targets through shared professional development.

##### Commendation:

The School is commended for its efforts to decrease the discrepancy between the Grade 10 English Course Mark and the Provincial Exam Mark.

#### 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 library is in its second year of development and it continues to acquire printed resources. The library houses five computers that have access to a number of on-line resources and e-books for students.

The Team observed three computer labs that are available for the BC program and two of which have the capability for the Provincial Exams. Each classroom has a 72 inch wall mounted, touch screen computer that is used for instruction. Teachers have their own office computer.



Students are encouraged to use their own technology devices (IE: laptops, tablets, cell phones) for their learning.

The School has sufficient textbooks and teacher resources to deliver the BC program.

**Commendation:**

The School is commended for its emerging commitment to the use of technology and on-line resources, eBooks, and data bases both within the classroom and library.

**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:**

The Team confirms that Student Progress Reports contain the necessary components; attendance, letter grades, percentages, work habits and comments. Provincial examination results are included where applicable.

Students receive four formal report cards and two parent/teacher/student conferences are held each year. Teachers contact parents of at risk students on a regular basis.

**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 School's Student and Parent Handbooks are complete, and have been updated for the 2015/16 school year. The Handbook reflects the policy development that is consistent across CINEC operated BC Offshore schools. Both handbooks clearly articulate required policies and expectations. The Student Handbook includes the Code of Conduct outlining expectations for all students. The Parent Handbook includes information regarding assessment procedures and appealing of marks. Parents have the right to appeal decisions that have an effect on their child's education. Official student appeals must be made through their parents / guardians.



**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 Team confirms that the Teacher (Staff) Handbook meets all requirements including sections that outline the School's mission statement and philosophy, professional responsibilities, school organization, assessment and evaluation and school routines and procedures. Specifically, the Teacher Handbook outlines the School's professional covenant, marking/grading practices, professional development, duties of teachers and policies for the supervision and evaluation of teachers. These expectations are consistent across all CINEC operated BC Offshore schools.

**Appendix 5 The School meets the Distributed Learning requirements as outlined in Section 18 of The Agreement and Appendix 5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

This section is not applicable, as the School does not deliver any aspect of its academic program through Distributed Learning.

## CONCLUSION

### Commendations

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

- A supportive working relationship among the Owner/Operator, Offshore School Representative, Principal, Teachers and Support Staff. A spirit of mutual trust, respect and support characterizes these relationships.
- Their commitment to supporting the BC Offshore School Program in spite of recruitment barriers currently placed on the School by the Huangpu Education Bureau.
- The cooperation and mutual support that exists between the BC Program teachers and the Chinese domestic teachers.
- Their role in training and mentoring new principals for administrative positions and recruiting and retaining suitable teaching and support staff to deliver the BC program.



- The progress the principal has made in his first year as principal and the effective way he is encouraging the use of technology to enhance classroom instruction and the addition of web-based resources and e-books to the library.
- Its ability to recruit and retain a dedicated teaching and support staff that have created a positive and caring atmosphere with their students.
- Its efforts to decrease the discrepancy between the Grade 10 English Course Mark and the Provincial Exam Mark.
- Its focus and commitment to putting in place strategies, activities, programs that enhance English Language acquisition outside of the classroom.
- An emerging commitment to the use of technology and on-line resources, eBooks, data bases both within the classroom and school library. There are 5 computers connected to the internet with links to online books and other resources.

### **SUMMATIVE RECOMMENDATION**

**The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Luwan Senior High School be recognized as a British Columbia Certified Program.**

