

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

LUWAN SENIOR HIGH SCHOOL

HUANGPU DISTRICT, SHANGHAI

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 1-2, 2016

INTRODUCTION

On November 1-2, 2016, a Certification Inspection was completed on Luwan Senior High School (LSHS) in Huangpu District, Shanghai, 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 Ms. Cathy Lowenstein (Chair) and Mr. Thomas Grant.

The School's B.C. Program has an enrolment of 43 students in Grades 10-12. It is located on the 6th floor of Luwan Senior High School building. The school shares the site with an elementary and middle school. Each school is contained in its own building. The main school has been operational since 1953 but was rebuilt in 1997. The entire school, which houses the B.C. program, enrolls 730 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, Chinese Principal, Chinese Director of the B.C. Program and numerous support staff and B.C. teachers.

The Owner/Operator, CINEC Education Group Limited, is responsible for the B.C. Program. CINEC operates four B.C. Offshore Schools in China and promotes educational and cultural exchanges for the students enrolled in programs offshore. At the present time, CINEC is working with the Hangpu Education Bureau to allow more students into the B.C. program.

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



“Preparing 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 School is committed to:

- Student accountability, by setting clear expectations with natural consequences for choices made,
- A safe and engaging learning environment allowing for risk taking,
- Encouraging tolerance and diversity by respecting individual differences,
- Modeling good citizenship and leadership,
- Working with students to build their knowledge, skills and aptitudes,
- Encouraging students to maintain positive attitudes and independent learning

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 Not Applicable

Comment:

There were no requirements contained in the previous inspection report, dated November 2015.

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 Team reviewed the Business Plan that was filed by the Owner/Operator as required with the B.C. Ministry of Education, which confirms the sustainability of the program.

The Team noted the significant decline in student enrolment since the last inspection report and discussed this with the Owner/Operator, OSR and the Principal.

The Business Plan outlines discussions with the Huangpu Education Bureau regarding strategies to attract future enrolment and the ability to advertise more widely.



Commendation:

The Owner/Operator has articulated a vision for the long-term sustainability of the B.C. program and a commitment to move the school forward despite the challenges of dealing with the current low enrolment.

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 meets all of the requirements, terms and conditions set forth in the B.C. Global Education Program, Offshore School Certification Agreement.

Of significant note is that the school maintains high teacher/student ratio and excellent resources.

The Team met with the Chinese leadership and noted a clear understanding and strong support for the B.C. program.

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 Team was impressed with the presentation of the campus, including the organization and cleanliness of the facilities.

The Team viewed the grounds of the school, classrooms, playing fields, cafeteria and labs. The B.C. program is housed on the 6th floor of the LSHS. There are 10 classrooms available: six currently assigned to teachers, one library, a reading lounge, a computer lab and two shared classrooms with the Chinese program.

The School has a large administrative office with adjoining washroom and textbook storage area. The Team also viewed the classrooms, playing fields, cafeterias, labs and library and resource areas. The B.C. program has access to the main Luwan School Physics, Chemistry,



Biology and Computer labs.

The Team reviewed documents relating to safety compliance, emergency protocols for earthquake and fire drills, security and evacuation.

The School is in compliance with the codes and regulations and is deemed to be 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:

The Owner/Operator has appointed an experienced Offshore School Representative (OSR) who has extensive knowledge of the B.C. Global Education Program. The Team viewed his detailed job description, which was included in the inspection documents. The OSR is meeting all of the requirements set out in the Agreement.

The OSR was present at the school and supported the team throughout the entire inspection. The Team appreciated his ongoing support to the School and administrative team to prepare for the inspection. All files and documentation were clearly laid out for the inspection team.

Commendation:

The OSR is to be commended for his ongoing support to the school and administrative team.

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 has been duly appointed and meets the requirements as outlined in the Agreement. The Principal's duties are outlined in his contract, including a detailed job description that outlines all of the requirements listed in Section 3.3 of the Inspection Catalogue.

This is the Principal's second year in his role at LSHS. The Principal has had several years of prior experience in leadership at another CINEC school as well as educational experience in other



academic institutions.

The Principal has a solid understanding of the B.C. program and has been able to give appropriate attention and direction to the teaching staff. The Principal has been instrumental in helping to develop English language acquisition for all learners in an appropriate and authentic manner.

The Principal has sufficient time to administer and supervise the B.C. program and is actively engaged in professional development through the CINEC network.

Commendation:

The Principal is actively engaged in professional development through the CINEC network.

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:

There is strong support for the operations and development of the B.C. program by the Chinese administration and the CINEC network of schools.

A Vice-Principal has been assigned to assist the Principal, one block per week, with some of the extra initiatives, particularly as it pertains to student development and school communications. The School has a comprehensive admissions process for entry into the B.C. Program following two sets of admission standards:

1. LSHS Grade 9 final exam mark,
2. English language assessment exam mark for all students entering the B.C. program.

Both the B.C. and Chinese administrative teams collaborate in the admissions process as see it as a shared responsibility. The teachers in the B.C. program participate in the English language assessment for new students applying to the B.C. program.

The Chinese homeroom teachers assigned to the English program classes collaborate with the Director of the B.C. Offshore School program, to provide translation services in the parent meetings, at parent-teachers conferences and during administrative meeting with the Chinese administration.

The continued enhancement of educational programming and the continued strong and collaborative relationship by all members of the B.C. and Chinese administration was noted by the team.



Commendation:

The continued enhancement of educational programming and the strong and collaborative relationship by all members of the B.C. and Chinese administration was noted by the Team.

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 School maintains comprehensive student records in secure, locked filing cabinets. The files meet the expectations outlined in the Inspection Catalogue including the results of English language entrance exams, report cards, 1704 forms and Permanent Student Record for each enrolled student.

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:

All teachers files were complete and in compliance with the Inspection Catalogue. Only authorized persons plan, evaluate and provide instruction to students and report out on student progress.

All teacher files are securely stored in the Principal's office and were complete and ready for inspection. All teacher contracts were examined and found to be thorough and comprehensive.

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

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:

The Team confirms that LSHS meets the requirements for curriculum implementation as outlined in the Inspection Catalogue. The School has taken an incrementally appropriate approach to ensure that the staff are ready for full implementation.



The staff members make considerable use of the Ministry website to understand the requirements of the redesigned curriculum. The Team recognizes the professional development undertaken to help teachers with the redesigned curriculum. Professional days are dedicated to knowledge acquisition and discussion of the redesigned curriculum. During professional development sessions, teachers discuss how the redesigned curriculum will impact instruction.

Course outlines have been constructed with an additional column for curricular competencies.

A conference has been organized for LSHS teachers to discuss the redesigned curriculum with teachers from other CINEC schools and develop strategies in their respective classrooms.

Commendation:

The Team commends the staff for their collaborative interaction and professional approach to the implementation of the redesigned B.C. curriculum. The professional development plan is thoughtful and well organized.

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 Team reviewed the English language assessment procedures as outlined in the Inspection Catalogue and affirms that all elements have been met. The Principal oversees the use of an assessment protocol to ensure that students who enter the School meet the requirement of offshore schools. The protocol includes an assessment of the student's abilities in reading, writing, listening and oral fluency.

Once admitted into the School, students are supported in their learning. Academic support of students is based on ongoing and continual assessment in all classes. The Staff review student performance and provide additional support for at risk students.

The teaching staff interact with students outside of the classroom and correct and help with proper language usage. Further support is provided to students during the noon hour and outside of classroom time. The School enhances learning through contests such as the LSHS CHIT CHAT competitions, the AP club and house team contests. Language-based programs such as speech contests; English Olympics and a student-produced newsletter are an enhancement to language acquisition.

There is a professional and positive culture in the School dedicated to positive outcomes for all



learners.

Commendation:

The Team commends the staff for their professional culture of learning at LSHS, specifically focused on language acquisition, professional interactions and student support.

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 items as outlined in the Inspection Catalogue are present.

The Staff maintain appropriate records that demonstrate compliance in all areas.

The School supports student learning by offering the following exempted courses:

- Mandarin 10,11,12
- Physical Education 10
- Chinese History and Culture 12
- Information Technology 12

The School also offers BAA courses: ELL 10 and 11

Commendation:

The team commends the staff for its diverse offering of subjects given the low enrolment.

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 course outlines and overviews meet all requirements. Each contains reference to course content, teaching strategies, evaluation and assessment methods.

There is a clear linkage and connection to the B.C. learning outcomes as required.



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:

The Team confirms that the School meets the instructional time allotment requirements as outlined in the Inspection Catalogue for offshore schools.

The School through the support of the Principal and the OSR, provide opportunities for teachers to adjust pedagogy to enhance instruction. Through discussion, guidance and suggestion, the teachers are encouraged as professionals.

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 Team confirms that LSHS has clearly established policy to ensure that school grades accurately reflect individual student achievement in the B.C. curriculum.

The School community has worked together to ensure that there is consistency in the knowledge and use of appropriate assessment practices. The Team observed the use of performance standards and rubrics. Teachers were seen to make use of both teacher and student self-assessment instruments.

The School ensures that students and parents are aware of student achievement through a carefully managed program of reporting protocols.

The use of non-graded mid term reports provided early in the term, provides an early indication of achievement and motivation to support teaching and learning throughout the rest of the term.

Provincial exam results demonstrate student achievement and that the discrepancy between the average course mark and exam mark is appropriate. Over the last year, exam marks have improved and discrepancy has been reduced in most courses.

Commendation:

The Team commends the staff on their collaborative and professional approach to the invigilation of exams and for their structured, collaborative review of results.



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 meets the learning resources requirement of the Inspection Catalogue.

There is a library that has a collection of text and computer resources available to students. Students are also able to use the Chinese domestic school library. This library is scheduled for an upgrade beginning next year.

All students in the School have personal computers, which are used in a seamless and unobtrusive manner in the classroom.

Teachers have access to personal dedicated computers to support their learning and planning.

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 meets the student progress report requirements of the Inspection Catalogue for Offshore Schools.

The School generates four formal reports for students supported by two parent teacher/student conferences. Records are posted through *Fresh Grade*, which allows for access by both parents and students. Parents are using the communication function of the grading system to communicate with teachers regarding their children's progress. Teachers make themselves available to parents for discussion and problem solving to support student achievement.



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:

LSHS has an updated Parent/Student handbook for this current school year. It contains details of the policies and procedure for appeals and dispute resolutions. As the school is part of the CINEC network, the handbook reflects the policies that are constant throughout the CINEC schools in China. The handbook outlines expectations for parents and students in regards to attendance, illness, homework, code of conduct and many responsibilities attached to reporting and grading. The Team noted a detailed summary of the credits required for graduation.

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:

LSHS has an updated Teacher Handbook for the 2016/17 school year which is consistent across the CINEC group of schools. The Handbook contains the mission statement of the School and a list of staff expectations. The Handbook outlines supervision and evaluation processes as well as computer/ internet policies. All staff meetings and assemblies are documented including professional development, as well as emergency protocols and procedures. A section on student evaluation and report cards is well documented. There is a well-written section on routines and procedures, which includes discipline protocols.

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 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 vision for the long-term sustainability of the B.C. program and a commitment to move the school forward despite the challenges of dealing with the current low enrolment,
- The OSR's ongoing support to the school and administrative team
- The continued enhancement of educational programming and the strong and collaborative relationship by all members of the B.C. and Chinese administration
- The Principal's engagement in professional development through the CINEC network of schools
- A professional and collaborative approach by all staff in regards to the implementation of the B.C. curriculum
- The staff's collaborative and professional approach to the invigilation of exams and for their structured, collaborative review of results
- A professional culture of learning at LSHS specifically focused on language acquisition professional and student interactions and student support
- A diverse offering of subjects given the low enrolment of students for this school year

SUMMATIVE RECOMMENDATION

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

