

# Certification Inspection Report

## BRITISH COLUMBIA PROGRAM

*at*

JIAXING SENIOR HIGH SCHOOL

JIAXING, ZHEJIANG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 3-4, 2016

### INTRODUCTION

On November 3-4, 2016, a Certification Inspection was completed on Jiaxing Senior High School (JSHS) in Jiaxing, Zhejiang, People's Republic of China in, 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 Mr. Thomas Grant and Ms. Cathy Lowenstein (Chair).

The School's B.C. Program has an enrolment of 85 students, in Grades 10 (37) students, Grade 11 (27) students and in Grade 12 (21) students. The B.C. program is housed on the larger campus of Jiaxing Senior High School. This current school year, JSHS moved to a new building, which provides the B.C. Program with five full-sized classrooms and an additional multi-purpose room, a meeting room, a dance/drama room, four teacher/ admin offices, a reading room with 11 computers, and a computer lab with 40 new computers. Students at JSHS have access to the main gymnasium, running track, soccer fields, basketball courts, cafeteria and library. The entire School, which houses the B.C. Program, enrolls approximately 1500 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 and support staff and B.C. teachers.

The Owner/Operator, CINEC Education Group Ltd., is responsible for the B.C. Program. CINEC is responsible for four schools in China and also offers a range of short and long term customized educational programs locally and overseas. CINEC promotes educational and cultural exchanges overseas through various programs such as the B.C. Global Education Program.



The B.C. Program’s philosophy, objectives and special features include: a newly revised mission statement, which was developed specifically for JSHS. It states:

“We strive to create an inclusive, culturally responsive learning community where students harness a growth mindset to develop in a holistic manner. As a unified family, we continue to nurture our respectful and positive environment so students can become intrinsically motivated, independent thinkers who pursue excellence in English and can self advocate and communicate effectively.”

The School has articulated five goals for 2016/17:

1. Ensure high graduation and placement rates at universities and colleges in Canada,
2. Increase student’s English language proficiency,
3. Ensure a continued positive and respectful learning environment,
4. More inclusivity for parents and the local community,
5. To create a collaborative professional learning community of teachers around the redesigned B.C. curriculum and extend this learning across the CINEC network of schools.

The Team would like to thank Jiaying 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 report, 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 Owner/Operator has filed a Business Plan as required with the Ministry of Education including details regarding the operations of the School and future plans and sustainability of the organization.

The School is experiencing positive student growth and has a comprehensive plan to continue



to accept students of high academic promise who have the very best chance to succeed in the B.C. program. Plans are underway to open an ELL program in a companion middle school to prepare students for future entry into the B.C. Program.

The Owner/Operator meets all of the requirements as outlined in the Agreement.

**Commendation:**

The School is experiencing promising enrolment growth and plans to continue to accept students of high academic promise who have the best chance of succeeding in the B.C. program.

**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 as outlined in the Agreement and has the capacity to manage and support the school to ensure its vibrant future.

The Team saw evidence of a certificate on file confirming that School is under the supervision of Jiaxing Education Bureau. The government of Xiuzhou District established the school in 1997.

Discussions with the Owner/Operator and the Principal indicated that the School is supporting the B.C. Global Education program and is moving the school forward in a very productive and thoughtful way, ensuring the long-term viability of the program.

Of particular note is the high percentage of students enrolling in post-secondary institutions in Canada upon graduation and the School's unwavering support to ensure that this happens.

**Commendation:**

The Team commends the school for placing high values on teaching and learning and for its high student acceptance rates to educational institutions in Canada.



**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 reviewed the compliance documents on file as it pertains to codes and building safety. The Team conducted a full tour of the facility and reviewed all of the documents relating to municipal codes and safety requirements. The recent move to the new campus in the summer of 2016 has enabled the School to improve its space and offerings.

All staff and students take part in fire drills and evacuation drills. During the summer, Grade 10 students are taught risk prevention skills to enhance their awareness of fire safety. The School has a well-documented evacuation plan to enable students to evacuate the building if necessary.

The School has access to medical services at the school clinic.

The facilities are deemed suitable to support the B.C. program.

**Commendation:**

The School is to be commended for moving to a new building to better 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 Offshore School Representative (OSR) confirmed by the Province who assists and supports the management and operation of the School. The Team viewed the detailed job description, which was included in the inspection documents and confirmed the OSR is meeting all of the requirements set out in Section 14 of the Agreement.

The ongoing and strategic support from the OSR has been instrumental in ensuring the development of the academic program and the sustainability of the B.C. program.

**Commendation:**

The ongoing and strategic support from the OSR has been instrumental in ensuring the



sustainability of the B.C. 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 Principal has a two-year contract with CINEC. She meets the requirements as outlined in the Agreement.

The Principal's duties are clearly outlined in her contract, including a comprehensive job description that reflects all of the requirements for this role. The Principal has had pertinent experience working in offshore schools in China, and came to this role initially as a Vice-Principal and then transitioned into the Principal role in 2015.

The Principal is engaged with teachers as a mentor and leader, with a focus on excellence in teaching and learning. The Principal is completing her Masters degree in Educational Leadership from Royal Roads University in B.C. with the goal of increasing her capacity to learn and lead.

The Team had a discussion with the Principal regarding the importance of her role and her demonstrated commitment to the School and CINEC.

The Team appreciated her detailed and organized preparation for the inspection visit.

**Commendation:**

The Principal is to be commended for her commitment to best practice in teaching and learning and her ability to creating a professional and collaborative culture at 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 School meets the requirements in section 3.4 of the Inspection Catalogue. There is a full team of designated support staff to ensure that the B.C. program is executed in a professional and efficient manner. A Vice-Principal assists in the creation of the yearly timetable and supports staff with instructional practice and assessment. The Vice-Principal is responsible for student discipline and different policies at the school. Her additional role is to manage the computer lab as it pertains to provincial exams.



The addition of a Vice-Principal is a strong strategic decision that the school has made to strengthen the leadership succession plan at the school while providing appropriate mentorship by the Principal.

The School employs a Chinese administrative assistant who is responsible for marketing strategies to promote the School. The assistant acts as a support teacher for ELL students in Grades 10/11 and also helps B.C. teachers converse with parents, both electronically and in person. The assistant is the official translator at the school and provides a host of additional support to the school where needed.

### 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 organized and complete student records which are kept in the Principal's office in a locked filing cabinet. The Team viewed the files of students, which contained all of the relevant information including registration/ application form, permanent student record card and the required report cards.

The Team is satisfied that the School meets the student record requirements listed in Section 3.5 of the Inspection Catalogue.

### 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 examined all teacher files. Only B.C. teachers plan, evaluate and provide instruction to students, and only B.C. teachers provide student progress reports to students and legal guardians. All B.C. teachers have a Certificate Of Qualification Certificate Number.

The School has translated certificates for locally certified teachers and exempted courses.

Teachers were participating in a professional development opportunity at the time of inspection.

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



**Commendation:**

The Team commends the School for having a written comprehensive plan for professional development.

**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 JSHS community have developed a cohesive program with clear goals, objectives and targets. The SMART goals, previously articulated in the introduction, guide the daily practices of the school.

The School has adopted the approach that the students of JSHS will learn in new and exciting ways and are committed to building the skills of critical thinking, communication skills, and personal and social competencies into their program.

Teachers understand that their teaching strategies will need to be enhanced and are spending considerable time self assessing and working together to hone instructional skills.

The staff is making plans on how to communicate the elements of the redesigned curriculum to their Chinese parents and students.

Three of the staff attended the Offshore School Professional Development Workshop in Richmond in July, 2016 and are sharing information with their colleagues. JSHS staff has networked with other CINEC school staffs and will participate in a professional day devoted to curricular implementation.

The staff will also set personal and professional goals this year related to the implementation of curriculum and share strategies at staff meetings. They will also include curricular competencies in their annual teaching plans.

**Commendation:**

The Team confirms that JSHS exceeds the requirements for adoption of the redesigned B.C. curriculum. Collaborative approaches to reviewing individual and team teaching strategies were observed.



**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:**

JSHS fully meets the requirements for the student admission process. The Principal supervises the placement test, which assesses student's ability in the areas of writing, grammar, reading and listening. The staff is involved in the interview process and use a commonly developed rubric to score the level of competence. This process helps develop a collective ownership of students and further enhances the sense of learning community.

Students are assessed once per term to determine their level of English language proficiency. Results are shared with the staff and used to guide instruction.

Once admitted, students can expect a clearly articulated program of language acquisition. The Vice-Principal works with staff on developing instructional strategies and vocabulary development. The School supports student language acquisition with programs such as Silent Sustained Reading, the "*speak up*" campaign and English movie nights.

JSHS is committed to supporting teachers through staff meetings, ongoing monthly BITZ (Bright Ideas of Teaching) meetings, ongoing VP facilitated professional development sessions and networks with other CINEC teachers. The administration also completes formal evaluations on new B.C. teachers.

**Commendation:**

The Team commends the School for the thoughtful process to assess language abilities of students both prior to admittance to the program and following enrolment and making language acquisition a foundational part of every teacher/student interaction.

**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:**

JSHS meets the requirements for record keeping and documentation in compliance with the B.C. Global Education program.

**Exempted courses include:**

- Mandarin 10,11,12
- Information Technology 10, 11
- Chinese History 12



BAA courses include:

- ELL 10, 11

The Team confirms that the School meets the course credit requirements as outlined in the Inspection Catalogue for Offshore Schools.

**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:

JSHS teachers, use a consistent framework provided by CINEC to plan for their instruction. Each document contains data on course content, teaching strategies, assessment and evaluation methods, which are clearly linked to the B.C. learning outcomes.

There is additional information on required curricular competencies. Teachers review each others' documents and find linkages between the content, big ideas and language assessment.

Commendation:

Staff should be commended for the careful construction of their overview documents and for their collaborative implementation of curriculum competencies.

**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 JSHS meets the instructional time allotment requirements as outlined in the Inspection Catalogue for Offshore Schools.

JSHS has clearly developed policy and process for teacher supervision and evaluation. The Principal has developed protocols for teacher observation based on individual teacher goals. Conversations are focused on growth and development plus skill enhancement. Teachers who are new to the School are evaluated in a systematic and consistent manner. The School has developed a good practice of professional support for every member of the staff.



Staff co-plan classes and units and share materials where appropriate. They provide constructive feedback and are clearly focused on combining an implementation of the new curriculum with the development of appropriate skills and language acquisition.

#### 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 JSHS establishes and implements effective policy and practice to ensure that school grades accurately reflect individual student achievement in the B.C. curriculum. Students are assessed prior to acceptance into the school.

The Principal organizes a language proficiency protocol based on reading, writing and comprehension. Staff participate in interviews with candidates and scores the interviews using a common rubric. The process is rigorous and by involving the staff, sets the stage for future and continuous language assessments.

Teachers develop and share course outlines, which are reviewed by the Principal and shared with colleagues. In staff meetings and in daily conversations, the staff review teaching practices to ensure that curriculum is consistently being addressed. Through carefully crafted dialogue, staff compare individual teacher assessments and provincial testing results and plan accordingly to ensure student success.

Their efforts show a dramatic reduction in the discrepancy between course and exam marks in English 12, positive achievement in other courses and consistency between class and exam marks in all subjects.

Students are assessed from both a course content and language acquisition perspective. After each term, staff meet to discuss the progress students have made, their areas of improvement and compare the data to their learning targets. Staff will brainstorm ways to alter instruction and Individual Education Plans are developed for at-risk students.

The Team observed and acknowledges the use of performance standards, rubrics and quick scales to assess student achievement and guide professional dialogue.

Two to three teachers, including the B.C. Principal are present to invigilate provincial examinations and ensure a secure environment during the writing of the exam.



**Commendation:**

JSHS should be commended for the professional approach and commitment to an assessment strategy that is appropriate to individual student growth.

#### **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 Team affirms that JSHS meets the learning resource requirements as outlined in the Inspection Catalogue for offshore schools.

The reading room contains reference and *ebooks* for student use. B.C. teachers supervise the reading room each day and are available to help and support students with their language during those times. Students also have access to the domestic school library, which contains almost 2000 novels and reference books. There are 11-networked computers and textbooks available for teacher and student use. There is an ongoing plan to annually review the collections and acquire new resources as needed.

The School has a new computer lab with 40 desktop computers connected to the internet dedicated for JSHS use. Students also have access to other computer labs in the domestic school. There is wifi available in all offices and classrooms.

#### **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 confirms that the School complies with all program requirements regarding reporting of student progress.

JSHS generates four formal reports annually and two informal interim reports. Parent teacher interviews are conducted annually. Parents are also invited to meet with staff whenever there are concerns regarding the progress of their children.

Chinese head teachers are available to assist the teachers in communicating with parents. The Principal organizes formal meetings with parents twice annually to review progress of their children and to review the processes of applying to post-secondary institutions.

The School publishes an online student written newsletter on a regular basis and the Principal



and staff use WE CHAT to communicate and celebrate 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:**

The School has two separate and detailed handbooks for students and parents. They have been updated for the 2016/17 school year. All required policies and procedures are carefully outlined and properly documented. The handbooks outline the framework of school, reporting and grading, assessment, ELL strategies, facilities and particular information around the Graduation Program. Additional information on code of conduct, parent appeals, internet policy and student expectations are clearly documented.

### 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 School has an extremely comprehensive and detailed Teacher Handbook, which expands on the requirements as outlined in Section 5.2 of the Inspection Catalogue.

The Handbook is divided into four sections, which include: Professional Responsibilities, School Organization, Assessment and Evaluation and School Routines and Procedures. The Handbook also contains helpful and important information for teachers on school routines and expectations.

The Team noted helpful protocols and policies, including email and emergency procedures, admission policies and appeals processes.



**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 currently offer Distributed Learning courses.

**CONCLUSION****Commendations**

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

- Placing a high value on teaching and learning and for its high student acceptance rates to educational institutions in Canada,
- The promising enrolment growth with plans to continue to accept students of high academic promise who have the best chance of succeeding in the B.C. program,
- Moving to a new building to better support the B.C. program,
- The Principal's commitment to best practice in teaching and learning and her ability to create a professional and collaborative culture at the school,
- The ongoing and strategic support from the OSR ensuring the sustainability of the B.C. program,
- Having a written comprehensive plan for professional development,
- Exceeding the requirements for adoption of the redesigned B.C. curriculum,
- Careful construction of all curriculum overview documents and for the collaborative implementation of curriculum competencies,
- Collaborative approaches to reviewing individual and team teaching strategies,
- The thoughtful process to assess language abilities of students both prior to admittance to the program and following enrolment and making language acquisition a foundational part of every teacher/student interaction.

**SUMMATIVE RECOMMENDATION**

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

