

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA CHENGDU SHI SHI SECONDARY SCHOOL

CHENGDU, SICHUAN PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 23 & 24, 2015

## INTRODUCTION

On November 23 and 24, 2015, a Certification Inspection was completed on Canada Chengdu Shi Shi Secondary School (CCSSS) in Chengdu, Sichuan Province, People's Republic of China, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (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 Mr. John Zuidhof and Mrs. Beverly Pulyk (Chairperson).

The School's BC Program has an enrolment of 51 students in Grades 10 to 12, with 14 students enrolled in Grade 10, 13 enrolled in Grade 11 and 24 enrolled in Grade 12. The entire School, No. 4 Shi Shi Middle School and more commonly called Chengdu Shi Shi High School (CSHS), enrolls approximately 3600 students in Grades 7 to 12.

During their visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the Chinese Vice-principal, International Office Manager, BC Principal, BC Teachers, Chinese English Teacher, and Chinese Support Staff. The Offshore Program Consultant (OPC) and Superintendent were available via Skype.

The Owner/Operator, Mr. Sunny Bai/Beijing Kezhi Times International Consulting Co. Ltd. (BKTICCL), is responsible for the BC Program. Under similar agreements, BKTICCL operates five other BC Programs in various cities throughout China. Other programs offered by the Owner/Operator include:

- Post-secondary Institutional (PSI) service to ensure that students are supported in their quest to obtain admission and the necessary travel visas to study abroad.



- Offshore travel opportunities through winter and summer camps within BC.
- Lowell High School, a new independent school operating in Vancouver, BC.

The BC Program's Mission Statement as noted in the Student/Parent Handbook is as follows: *Canada Chengdu Shi Shi Secondary School at Shi Shi Middle School strives to be a model international school committed to preparing students for their career and occupational objectives. With respect and encouragement, we enable all our students to develop their potential to acquire the knowledge, skills, and attitudes necessary for success in their academic lives. Inspiring students to develop high standards and strong work habits in a multicultural environment ensures that each student can become resilient and adaptable for the challenges to come at the next educational level and to be ready to contribute to live in a pluralistic society.*

A special feature of the School is that CCSSS is a BC Program housed in the oldest school in operation in China. The BC Principal noted the special features of the school to be first and foremost a small group of students that are very enthusiastic and engaging. This year the School developed multi-grade house groups where BC teachers and Chinese support staff are the house leaders. Two goals were noted:

- To provide opportunities for students to support other students in adjusting to their academics and social life at CCSSS.
- To bring the school community closer together.

CCSSS is to be commended for the multi-grade house group initiative.

The Team would like to thank the staff of CCSSS 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:**

A one-page written response from the Principal, dated January 16, 2015, satisfactorily addressed the one requirement noted in the 2014-15 Inspection Report.

With regard to the Physical Education (PE) requirement, students participated in PE for 80 minutes per week, for an approximate total of 60 hours per year. Assessment for PE 10 is now recorded through Grade 10 and 11. As such, once students complete the required hours for the 4-credit PE 10 course, a final mark is assigned at the end of Grade 11.



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

- BKTICCL satisfies the ownership requirements as outlined in Schedule A of *The Agreement*.
- CCSSS has a document on file dated January 27, 2013, providing permission for BKTICCL to operate CCSSS as a BC Program within CSHS.
- There is a Chengdu Bureau of Education certificate on file supporting the operation of CCSSS.
- BKTICCL meets the criteria outlined in Section 6 of *The Agreement*.
- All public announcements regarding the School meet the criteria outlined in Section 7 of *The Agreement*.
- CCSSS obtained pre-certification status in 2012 and certification status thereafter.
- A “twinning” relationship has been established with Lowell High School, a new independent school operating in Vancouver, BC.
- BKTICCL and the Principal are aware of the requirement to report dismissals, suspensions and/or discipline of teachers as required in Section 17 of *The Agreement*.

### 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 Business Plan, completed by the OPC, Superintendent and Principal, was filed as required with the BC Ministry of Education. Although the School has had a drop in enrollment, efforts are being made to secure 60 students per grade, these being:

- Use of text messaging to recruit potential student families.
- The Chinese Senior Managers have been assigned to have ongoing talks with the Chengdu Bureau of Education about the quota allowing for the recruitment of the 20-student maximum per grade and the recruitment date of no earlier than the end of June.
- Publicizing the success of how many graduating students have been placed in overseas universities and colleges.



- Continued use of newspaper and website advertising.

The hope is that the above efforts will confirm the sustainability of the Program.

## **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:

CCSSS is one of two International Programs housed within CSHS. CSHS is responsible for all the facilities. The large gated campus consists of classroom buildings, an administration building, dormitories, dining hall, sporting facility, full-size track, outside courts (tennis and basketball), gardens and grounds. CCSSS is located in the International Wing of the CSHS. CCSSS has been assigned six classrooms, one computer lab, a library, three staff offices (one for the BC teachers and two for the Chinese staff), and one administrative office (shared by the BC Principal and the School Secretary). The BC Program has access to other parts of the CSHS as needed (example: science labs, parent school library, sporting areas, etc.) A cafeteria operation certificate (September 30, 2015 to September 29, 2018) is on file.

The School Handbooks indicate that the students in the BC Program at CCSSS practise fire and earthquake drills as they would if they were in a BC school although information indicates these have not been practised to date. A school clinic staffed by a nurse provides on-site medical services 24 hours per day should a student require it. All CSHS students live on site during the week; Chinese support staff are responsible for students outside of school hours.

The facilities at this relatively new campus were found to be clean and maintained according to the standards and laws of the country.

## **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:

Mr. Adrian Conradi, appointed by Mr. Sunny Bai (Owner/Operator), acts as the Offshore Program Consultant for four of six BKTICCL offshore schools. He:

- possesses the authority to represent and legally bind the Owner/Operator.
- serves as the OPC for two owner/operators.



- serves as the primary liaison between the Owner/Operator and the Province of BC.
- possesses a contract supporting the appointment effective April, 2015.

The approval by the Province was confirmed in a letter dated June 1, 2015. Mr. Conradi's extensive educational experience both in BC and offshore provides the knowledge and expertise required for the position. The Team confirmed that Mr. Conradi meets all of the qualifications set out in Part II (1-9) of Schedule B of *The Agreement*.

Mr. Kyle Chong, Superintendent of Schools for all BKTICCL schools, supports Mr. Conradi. Mr. Chong, a BC graduate with experience teaching in BC Offshore Schools, provides training in leadership and operations of a BC offshore school.

### 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:

Mr. Gerald Chambers was appointed Principal of CCSSS effective the 2014-15 school year. He has experience as a teacher and administrator both in Saskatchewan and offshore; he does not have experience in BC. He is affiliated with BKTICCL through a principal's employment contract as required and is currently not employed by any other school in the BC Global Education Program. Mr. Chambers is responsible for duties as outlined in Part III, Schedule B of *The Agreement*.

### 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 CCSSS Administrative Team consists of the Chinese Vice-principal, Chinese International Department Head, Chinese General Manager of the International Department, and the BC Principal. Chinese support staff members include: Administrative Assistant to the BC Principal, lead teachers (one for each grade), Guidance Counsellor and tutors.

The OPC and Superintendent for BKTICCL provide support and direction to the BC Principal. The International Director is primarily responsible for supporting the BC Program, for communication with the main School and for directing the Chinese support staff and lead Chinese teachers. The Administrative Assistant runs the office and is responsible for records and data management. The Chinese lead teachers support and/or discipline students and communicate with students' parents.



BKTICCL contracts with CSHS for the Chinese teacher responsible for the exempted courses (PE and Mandarin) and for the majority of the CCSSS Chinese employees.

Web TESS, a WINDSOR data management system, is used to store and transmit school and student data to the Ministry. The School minimally meets the Internet connectivity as required by the Ministry. The Team found Internet access to be challenging at times.

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

Requirement Met       Requirement Not Met

**Comment:**

Student files are housed in the Principal's office and maintained by the Administrative Assistant. The students' files were filed alphabetically by grade and found to contain all required documents. The files are not stored in a fireproof cabinet but the required elements can be reproduced, as all information is stored electronically and backed up.

### 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 Authorized Teachers plan, evaluate and provide instruction to the students enrolled in the BC Program. Unfortunately, none of the teachers have BC teaching experience. Three of the five BC Teachers under *The Agreement* possess valid and current certification under the BC Teachers' Regulation Branch (TRB). Two teacher applications to the TRB are in process. Letters of extension have been granted from the BC Ministry of Education International Education Branch for these two teachers.

Staff files are housed in the Principal's office. All teacher files include: employment application information, current TRB membership, contract and signed personal information consent form. Teacher contracts on file at the school were signed by the teacher but not by the employer. Teachers indicated they had been emailed a copy of the contract signed by both parties for their own records. The terms and conditions of employment are included in the teacher contract as required. An evaluation was on file for the Principal who has been at the School for more than one year. Evaluation reports for the first year teachers have yet to be completed at this time of year; it is expected that they will be completed before the end of the school year. The files for the Chinese teachers teaching the exempted course include appropriate Chinese documents with translations indicating local certification; however, the teachers listed on the Course Overviews for Mandarin did not match those provided by the office. Criminal Record



Checks were on file for CCSSS Chinese staff working with children in the school setting.

Various professional development (PD) activities for teachers were noted in the Inspection Catalogue; such as: PD items at every staff meeting, professional sharing and seminars/webinars. The Team did not find evidence that any PD had taken place to date.

The School is attempting to address the teacher retention issue by having recently increased the base salary and by providing comfortable housing. The Principal is expected to support teachers in their adjustment to teaching in Chengdu.

## 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 English Language Assessment is given to each student prior to enrolling in Grade 10. Results are placed in each student's file. Those with weaker assessments receive extra assistance from Chinese support staff.

CSHS determines the timing for the recruitment of new students at CCSSS; this past year the recruitment process was only allowed to begin at the end of June. As such, the English Assessment was given during the summer break (July and August). They were administered and marked by the Chinese Guidance Counsellor with the results being sent to the Principal. The Principal followed up with weaker students through a Skype call from Canada.

Language assessment is progressive and ongoing. A number of strategies are used with students to enhance their English language proficiency:

- Multi-grade house groups allow students from various grades and English proficiency levels to interact with one another.
- E-Talk sessions are offered by each BC certified teacher one block/week.
- A non-credit, pre-English 12 class of 160 minutes/week is offered in the first semester of Grade 12.
- Students receive English language instruction from a Chinese teacher as part of their Chinese diploma requirements.
- Two Chinese support staff members provide tutoring for students.
- International English Language Testing System (IELTS) training is provided four hours/week.

Teachers are aware that they are in an all ESL school and they are encouraged by



administration to adjust their teaching accordingly. The various teachers have each found strategies to assist students in their particular subject area.

**Commendations:**

There is significant effort to build the English skills of CCSSS students by both BC certified teachers, Chinese teachers and Chinese support staff.

**Requirements:**

The English Language Assessment must be administered directly by the Principal or directly by an Authorized (BC certified teacher) under the supervision of the Principal.

**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:**

Course credit requirements are currently not gained through course equivalency or course challenge. The Team found no evidence of a Board/Authority Authorized (BAA) course being offered to students even though ESL 10 was listed as a BAA course in the Inspection Catalogue.

There are four exempted courses: PE 10, Mandarin 10, 11 and 12. The Team verified that authorized exemption letters were on file.

PE 10 credits are achieved over two years as noted above.

Students at CCSSS are presented with post-secondary options primarily in Canada, but also in the United States. All but two of their graduates of the 2014-15 grade 12 class are attending universities in North America (8 in BC, 6 in Ontario and 2 in the USA). The two students that are not attending qualified to study abroad but chose to study at home.

**Commendations:**

The School is to be congratulated for the success rate of the first graduating class in being accepted to study abroad.



**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:

Course Overviews formats varied from one subject area to the next. Most overviews provided evidence of content, prescribed learning outcomes (PLOs), planning for assessment (teaching strategies), achievement indicators (assessment) and resources.

Complete Course Overviews were evident for all subjects with the exception of English 10, Drama 10 and Chemistry 11 and 12. Teachers assured the Team that the Drama and Chemistry Course Overviews would be completed by the beginning of the next semester as these subjects will be taught in Term 2.

The Team found evidence of course overviews for the exempted courses of PE and Mandarin.

Requirements:

A Course Overview for English 10 must be completed.

**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 Daily Physical Activity (DPA) requirement is met through the 120 minutes/week of PE, the 30-minute daily exercise on the sports field and through weekly physical activity during the noon break led by the Chinese Guidance Counsellor.

Grade 10, 11 and 12 students receive approximately 950 hours of instruction per year.

Each year students are taught Mandarin for two 40-minute blocks a week for a total of 50 hours/year. This is insufficient time to offer them as 4-credit courses. There was also a contradiction on who teaches the Mandarin courses between the course outlines and the information given in the office.



**Requirements:**

Review the Mandarin 10, 11 and 12 courses so that the number of instructional hours corresponds to the equivalent number of credits.

#### **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:**

Teachers at CCSSS follow the BC Curriculum and create corresponding Course Overviews and assessment strategies to meet the learning outcomes. Assessment includes: participation, oral work, presentations, projects, quizzes and tests.

Formative and summative assessments are practiced. Frequent conferencing with students serves to track their progress. Report cards are completed and sent home four times annually.

BC Performance Standards are not widely used, however teachers do follow the learning outcomes in their various curricular areas.

Provincial Examinations are written by students in all applicable areas: English 10, Science 10, Math 10, Social Studies 11/12 and English 12. Sample exams are actively utilized.

A process is in place and closely monitored to ensure the adequate invigilation of provincial exams applicable to their grade of study.

The BC Principal oversees the marking of locally-marked sections in English 10 and Social Studies 11 examinations.

Discrepancies between course marks and provincial exams are tracked closely. The Principal and BC teachers follow up on students with differences of more than 15%, adding accommodations to a student's learning program to address these differences.

Staff work together to track student progress in the following ways:

- Marks are reviewed bi-weekly with the use of Engrade.com.
- An academic alert chart quickly informs staff of students struggling with their learning.
- "House Groups" are in place to ensure students are completing their school work.
- Students and parents are informed about concerns in a timely manner.

**Commendations:**

The Team commends CCSSS for the coordinated effort staff members (both English and Chinese) make to follow up with students struggling with their English in their academic



courses.

#### 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:

CCSSS has a BC Program library in the International wing with approximately 200 titles and plans to double that number this year. The library is used for silent reading, research and study. CSHS also has a library with considerably more English titles which are available to CCSSS students and staff; to date it is used a small amount of the time.

CCSSS has access to a computer lab with 60 computers. There are also several computers in the library for student use. Generally, students and staff use their own personal computers in the classroom.

CCSSS staff and students in each subject area have access to print resources. Students purchase the textbooks on an annual basis. Some textbooks and teacher resources were not available at CCSSS until the end of September, 2015; this made it difficult for students and staff. CCSSS has access to a printer/scanner/copier to duplicate material needed for learning.

English 10 students begin their BC Program education at varying reading levels. Having more reading resources for those Grade 10 students, even resources at a Grade 5-9 level, would serve them well as they grow in English language proficiency.

##### Requirements:

Ensure resources are ordered in a timely manner so students and staff have them available when school begins.

#### 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:

Reporting student progress is completed formally four times a year. This reporting is written in both English and Chinese and reflects the progress made by students in the BC Curriculum, including the exempted courses.

Communication with parents takes place through QQ, WeChat and Zoho. Parents are also



invited to attend parent teacher conferences and to speak with teachers or Chinese lead teachers any time they have concerns. The Chinese lead teachers support the BC teachers with translation of report card comments and serve as interpreters during conferences with parents.

## POLICY DEVELOPMENT 5.0

### 5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

The Parent/Student Handbook was originally created by BKTICCL. Each year, the Principal is expected to update the handbook to reflect current CCSSS practise. The Handbook was written in both English and Mandarin this year as many parents and some students are not fluent in English. The Team confirmed that the Handbook meets the requirements as outlined in the Inspection Catalogue for such required elements as appeals and dispute resolution, student assessment, admissions, discipline and supervision.

### 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:**

BKTICCL has developed an Administrator Handbook. The Staff Handbook, developed by BKTICCL, includes a variety of policies and procedure and meets all requirements as outlined in the Inspection Catalogue. The Handbook is divided into five sections: mission and philosophy, teaching environment, professional responsibilities, student assessment and evaluation, and routines and procedures. The Staff Handbook is updated yearly.

Policies are in place for the evaluation of teachers and administration as required under Section 8.14 of *The Agreement*. The evaluation policy in the Teacher Handbook states that the Principal is to be evaluated yearly and that teacher evaluations are to take place in year one and only as required after that year. In the Administrative Handbook it states that the Principal and the teachers are to be evaluated yearly.



**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

**Comment:**

CCSSS offers a limited amount of Distributed Learning (DL) through School District #73 in BC, an approved service provider. Parents are informed of these opportunities and the commitment necessary to complete these courses. Marks for DL courses are included in the Permanent Student Records.

Presently, students are taking the following DL courses:

- Two students are enrolled in Calculus 12
- Eight students are enrolled in Biology 12.

The Principal serves as the on-site facilitator for the DL courses with support from the Chinese tutors.

DL courses are offered when students wish to take a course that CCSSS does not offer.

## CONCLUSION

### Commendations

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

- The development of the multi-grade house groups this year.
- The significant effort to build the English skills of CCSSS students by both BC certified teachers, Chinese teachers and Chinese support staff.
- The success rate of the first graduating class in being accepted to study abroad.
- The coordinated effort CCSSS staff members (both English and Chinese) make to follow up with students struggling with their English in their academic course.



## Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by February 29, 2016, the Owner/Operator provide the Director of International Education, responsible for BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- The English Language Assessment must be administered directly by the Principal or directly by an Authorized (BC certified teacher) under the supervision of the Principal.
- A course overview for English 10 must be completed.
- Review the Mandarin 10, 11 and 12 courses so that the number of instructional hours corresponds to the equivalent number of credits.
- Ensure resources are ordered in a timely manner so students and staff have them available when school begins.

## SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Chengdu Shi Shi Secondary School be recognized as a British Columbia Certified Program.

