

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA CHENGDU SHI SHI SECONDARY SCHOOL

CHENGDU, SICHUAN PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 14-15, 2016

## INTRODUCTION

On November 14-15, 2016 a Certification Inspection was completed on Canada Chengdu Shi Shi Secondary School (CCSSSS) 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 (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 Gloria Metzger (Chair) and Harry Moes.

The School's B.C. Program has an enrolment of 53 students in Grades 10 - 12. The B.C. Program is housed within a Chinese middle/senior high school that is one of the oldest schools in China having been in existence for 2157 years. The entire school, which houses the B.C. Program, enrolls 3600 students. Of those students approximately 100 are foreign students as there is also an American program on site.

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 Chinese school assistant principal, Offshore School Representative (OSR), B.C. Principal, B.C. teachers and the Chinese international coordinator.

The Owner/Operator, Sunny Bai, Beijing Kezhi Times International Consulting Co. Ltd. (BKTIC) is responsible for the B.C. Program. In addition to the agreement entered into with Shi Shi Middle/High School, BKTIC operates five other B.C. Program schools in China and one in Vancouver B.C.



The B.C. Program's philosophy is stated as follows: Canada Chengdu Shi Shi Secondary 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 live in a pluralistic society.

The Team would like to thank Canada Chengdu Shi Shi Secondary 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:**

The previous inspection report contained four requirements, all of which have been satisfactorily addressed. The English language assessment is now administered prior to the school year end when possible and is done under the direction of the Principal. For those students needing testing after the school year end, arrangements have been made for initial testing to be completed during the summer with the required follow-up by the principal upon his return in August. The final decision for admittance to the B.C. Program rests with the Principal.

The course overview for English 10 is complete. Mandarin 10-12 instructional hours are no longer an issue because this course will no longer be taught. Students will receive credit under the equivalency policy.

Resources are now being ordered in a timely manner, which will ensure they are in place for school opening.

The suggestions in the last inspection report have also been addressed. Safety drills have been implemented on a regular basis; internet connectivity has been improved; Chinese teachers have been identified in the Annual Report; evaluation policies have been updated; and although not completed, plans are underway for the enhancement of the library/multi-purpose room.



## 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 submitted to the B.C. Ministry of Education and found it to be complete. The School has been able to enrol a Grade 10 cohort of students, which is much larger than in the past, as they were allowed to recruit students much earlier this year and the limit of 20 students has been lifted. It is hoped this recruiting practise will continue in the up-coming year.

Staffing continues to be a challenge, but it is hoped that staff retention will improve as a result of a number of initiatives undertaken at the school level and through initiatives by the Owner/Operator and the OSR. Many professional developments opportunities have been undertaken this year through the Office of the Superintendent. A part-time curriculum coordinator has been hired for the BKTIC group to provide additional in-service training and facilitate the implementation of the redesigned curriculum.

The Kezhi group of schools includes Lowell High School in Vancouver, B.C. This School has been able to provide some twinning experiences for the Kezhi China-based schools.

## OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

**2.1 The Owner/Operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).**

Requirement Met       Requirement Not Met

**Comment:**

The Team confirms that the Owner/Operator meets the requirements set forth in the Agreement and verified all items noted in Section 2.1 of the Annual Report. The Team also confirmed that:

- BKTIC satisfies the ownership requirements as outlined in Schedule A of the Agreement.
- CCSSSS has a document on file dated January 27, 2013, providing permission for BKTIC to operate CCSSSS as a B.C. Program within Chinese school.
- There is a Chengdu Bureau of Education certificate on file supporting the operation of CCSSSS.
- BKTIC meets the criteria outlined in Section 6 of the Agreement.



**2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. Program.**

Requirement Met       Requirement Not Met

**Comment:**

CCSSSS consists of three administrative rooms on the ground floor for the Principal's office, teacher offices, and support staff office space. Six rooms in the same building on floors two and three are for Grade 10-12 classrooms. Each classroom is equipped with smart board technology and multi-media abilities. A small library is located on the first floor and a separate computer lab is on the fourth floor of the lab wing. Chemistry, biology and physics labs are all available on an as needed basis within the larger campus. Students share all common areas such as physical education facilities, cafeteria and dorms with the Shi Shi Chinese school students.

Evidence of regular fire, earthquake and safety drills was provided. Medical services are always available for the B.C. students on campus as all students stay in the dormitories.

**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:**

Mr. Adrian Conradi, appointed in April, 2015 by Mr. Sunny Bai (Owner/Operator), acts as the Offshore School Representative for four of six Kezhi group of offshore schools. He possesses the authority to represent and legally bind the Owner/Operator and meets all of the qualifications set out in Part II (1-8) of Schedule B of the Agreement.

Mr. Kyle Chong, Superintendent of Schools for all BKTIC schools, supports Mr. Conradi in his role as OSR. Mr. Chong, a B.C. graduate with experience teaching in B.C. offshore schools, provides training in leadership, curricular development and operations support of the Kezhi B.C. offshore schools.

**Commendation:**

The Team commends the OSR for undertaking an extensive investigation and report on Kezhi teacher recruitment that defines the issues the schools face and articulates what is being proposed as possible solutions to ensure a constant and quality supply of teachers for the Kezhi group of schools.



**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

Mr. Gerald Chambers was appointed as Principal of CCSSSS in the 2014-15 school year. He is responsible for all of the duties as outlined in Part III Schedule B of the Agreement.

**Commendation:**

The Principal has taken a lead role and provided focus in ensuring clear lines of communication between the B.C. Program and the Chinese Program.

**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 B.C. Principal is supported by a number of individuals. The Superintendent for the Kezhi schools and a part-time curriculum coordinator provide direct support to the B.C. Program. A Chinese Vice-Principal of Shi Shi, the Chinese international department head and a general manager all help with the operations of the school on a day to day basis. There is also Chinese support staff consisting of two tutors, an academic counsellor for university selection, and an administrative assistant who works with the Principal.

**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 general manager who is the assistant to the Principal maintains both the student data and files and the teacher files. Student records were found to be complete in all required areas and stored appropriately.



**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 but one under The Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

One teacher has a letter of exemption valid until December 8, 2016. All required documentation has been submitted. The School does have a workable comprehensive plan in place should certification not be received at that time.

With the exception as noted, teacher files were found to be complete with all required documentation including TRB certification, teacher contracts, completed evaluations as per school policy and B.C. Ministry of Education personal information consent forms.

Locally certified teachers of exempted courses had evidence of criminal record checks and local Chinese teacher certification in their files.

**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 Kezhi B.C. offshore schools participated in the 2016 B.C. Offshore Schools Professional Development Workshop hosted in Richmond, B.C.

The Kezhi B.C. offshore group have created a new systems curricular coordinator position to support the needs of each campus to ensure that the core competencies are a focus for student learning.

The administration shared with the Team that designated 2016-17 professional development days will focus on the redesigned curriculum.

**Commendation:**

The Kezhi B.C. offshore school organization is to be commended for prioritizing systems curriculum coordination.



4.2 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

Comment:

The School administers a proficiency test to ensure that the student's level of English language proficiency is adequate to enable the student to meet or exceed the learning outcomes identified in the Educational Guide (Section 8.08) used to determine student entry, and student progress is closely monitored.

The entrance examination is administered under the supervision of the principal and is based on reading comprehension and listening skills; a written component; and an interview.

Students currently received the opportunity to enroll in multiple English courses during each year of the Graduation Program.

**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 School is in compliance with the International Student Graduation Credit Policy for equivalency, challenge, exemptions and BAA courses.

Currently the school offers one BAA Course – English as a Second Language 10 (YESFL10).

The School continues to offer Mandarin 10, 11, 12, and Physical Education 10 as exempted courses.

**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 long term plans, developed by the School and modified and personalized by staff, daily lesson plans and classroom observation provide evidence that the Ministry prescribed learning outcomes are being met as required.



The School continues to use traditional course overview templates, and still needs to finalize planning documents / frameworks that will demonstrate compliance with the draft redesigned curriculum.

**Commendation:**

Teachers are commended for giving evidence that course overviews are living documents and that classroom instruction gives witness to teachers being the “living curriculum.”

**4.5 The School meets the Instructional Time Allotments requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

Students are taught for five hours a day over the course of a 186-day school calendar. The 930 hours of instructional time exceeds the minimum 850 hour minimum instructional time requirement.

Course outlines, instructional strategies and professional initiatives assist program delivery. The Team was informed during the visit, that a Kezhi B.C. Schools Curriculum Coordinator was appointed not only to better assist current program offerings, but to also support the anticipated redesigned curriculum initiatives and requirements.

Students are in compliance with respect to the Ministry of Education’s daily physical activity requirement.

**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 School uses assessment instruments that have been standardized by the Kezhi system as well as teacher generated formative and summative assessments. Teachers are familiar with the performance standards website to ensure that they remain aware of the expected standards of student achievement.

The School continues to schedule dedicated review time to prepare students for the in school and provincial examination writing experience.



The administration uses historical provincial examination data to set target levels for student achievement. A review of the past year's provincial examination results revealed that the School's course marks and examination mark differential improved.

#### **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 has installed new smart boards in every classroom. Students and teachers have internet access for instructional and research purposes in the dedicated school library and computer technology laboratory (66 computers). The School library/multi-purpose room is slated for redesign and renovation in the near future.

Teachers also have access to print whatever resources are required via a commercial grade printer/scanner copier. Magazines, newspapers, biographies, non-fiction and fiction short stories and novels are interwoven throughout the curriculum.

#### **4.8 The School meets the Student Progress Report requirements as outlined in Section 4.8 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team confirmed that student progress reports contain the necessary components; attendance, letter grades, percentages, work habits and comments.

The School uses teachers, counsellors, administration and electronic letters to communicate with parents. The School has used Engrade as its main grade book system.

Communication with parents is handled through dialogue between B.C. staff, and Chinese head teachers. B.C. staff work directly with the Chinese department to convey important messages, discipline, and/or academic issues. The office sends out school wide messages through a QQ parent's group, so parents are kept up-to-date.



**POLICY DEVELOPMENT 5.0****5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team confirms that the Student/Parent Handbook meets the requirements as outlined in Section 5.1 of the Annual Report for such required elements as appeals and dispute resolution, student assessment, admissions, discipline and supervision. The Handbook is current and available in English and Mandarin.

**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 Teacher Handbook contains all the required elements as outlined in Section 5.2 of the Annual Report. The Handbook has been developed for all of the schools in the Kezhi group with some additional information, which may apply to the specific school. It is up-dated by the superintendent and school annually.

**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 has a policy that students may only enrol in a Distributed Learning course if the School does not offer a desired/required course. The Team observed that eight students enrolled in Distributed Learning courses - Biology 12 (2) and Calculus 12 (6).



## CONCLUSION

### Commendations

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

- The OSR for undertaking an extensive report on the Kezhi teacher recruitment program that defines the issues the schools face and articulates what is being proposed as possible solutions to ensure a constant and quality supply of teachers for the Kezhi group of schools.
- Initiating a number of measures to ensure clear lines of communication between the B.C. Program and Chinese Program.
- Prioritizing systems to coordinate the redesigned curriculum.
- Giving evidence that course overviews are living documents and that classroom instruction gives witness to teachers being the “living curriculum.”

### 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.**

