

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

MAPLE LEAF INTERNATIONAL SCHOOL SHANGHAI

FENG JING TOWN, JIN SHAN DISTRICT

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 22–23, 2015

INTRODUCTION

On October 22–23, 2015, a Certification Inspection was completed on Maple Leaf International School - Shanghai in Shanghai, the People's Republic of China, termed the School or MLIS-S in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Ms. Janet Hitchcock and Mr. Claudio Morelli, who served as Team Chair.

The School's BC Program has an enrolment of 459 students, in Grades 10 – 12. MLIS-S is situated on a self-contained impressive school campus that is currently able to accommodate approximately 1500 students.

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 School's Deputy Superintendent, Chinese Headmistress, BC Principal, Vice-Principal and BC Teachers.

The Owner/Operator, Maple Leaf Educational Systems Ltd. is responsible for the BC Program. The Owner/Operator also operates an ESL program on this site, along with other BC certified and Chinese programs throughout the People's Republic of China. The MLIS-S program also offers students both BC and Chinese Graduation Diplomas.

Maple Leaf Educational Systems (MLES) provides an international education that emphasizes academic excellence within a supportive community that respects and promotes cultural norms and traditions for both Chinese and international students. MLES schools seek to offer students



a supportive educational community which blends the innovative and enquiry-based western educational model with the culturally rich and disciplined traditional Chinese educational model. Their goal is to enable students to meet the challenges of living and working in an internationally diverse society.

Special features of MLIS-S highlighted by the School's administration include:

- The extensive opportunities for students to engage in English Language immersion activities beyond the classroom including participation in Destination Imagination, extra-curricular athletics, fine arts and clubs.
- A visit by students from Mark Isfeld Secondary School a BC onshore school. These students stayed on-site and interacted with students at MLIS-S.

The Team would like to thank Maple Leaf International School - Shanghai 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 Team noted with appreciation that the School had no requirements in its previous Inspection report.

OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

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

Requirement Met Requirement Not Met

Comment:

The Team confirms that the Owner/Operator meets all requirements as outlined in the Certification Agreement.

The Team viewed translated documents from the Jin Shan District Education Bureau and the Shanghai City Government Office providing permission for MLIS-S to operate as a BC Program in the Jin Shan District of Shanghai.



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 Owner/Operator has filed a comprehensive Business Plan with the BC Ministry of Education that is consistent with the Business Plans completed by other Maple Leaf Educational Systems schools. The Plans as filed confirms the sustainability of the Program.

MLIS-S, in its third year of operation, now enrolls all grade levels of the BC Graduation Program. Demand for available space in the Program continues to be significant, with Grade ten enrolment now at 207 students. Projected enrolment for 2016-2017 forecasts a Grade 10 intake of over 400 students.

This positive trend in enrolment growth is affirming, however the rapid growth of the school and its expansion will put a strain on the acquisition and purchasing of resource materials and equipment. Proactive budgeting and planning for resource acquisitions needs to be a priority, specifically in purchasing resources to expand library resources, for science equipment, and for technology resources.

Commendations:

The Team commends the School for its continued efforts to ensure that a positive and collaborative school environment is maintained even with the rapid enrolment increases.

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

Requirement Met Requirement Not Met

Comment:

The campus of MLIS-S is expansive and well maintained with multiple classroom areas and student dormitory facilities. The School has the required space for expansion as it continues to grow in its enrolment. In addition to the numerous classrooms and student dormitories, there are science and computer labs, studios, a gymnasium, a library and administration offices. The site contains a spacious plaza, a large outdoor playing field, an outdoor track and a number of volleyball and basketball courts. The facility has the capacity to meet both the curricular and extra-curricular needs of the School.

All of the students live on campus with the majority returning to their homes on weekends.



Students are supervised by Chinese staff outside of the regular school hours. The BC program administration and teachers work cooperatively with the Chinese counselling support staff to review and deal with any student issues that may arise. Medical facilities are staffed by a nurse who is available 24 hours a day. The Team saw evidence of emergency preparedness plans in classrooms and in their planning documents. Regular fire and earthquake drills are scheduled and implemented.

All documents relating to municipal codes and health and safety compliance were reviewed and found to be in order.

ADMINISTRATION 3.0

3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The Team confirms that the Owner/Operator has received approval from the Director of International Education, Ministry of Education that the Superintendent of Schools will be the primary liaison with the BC Ministry of Education.

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 of the school is in his first year at MLIS-S and in his first year as a BC offshore school Principal. The Principal is an experienced BC teacher and administrator who has made a smooth transition into his duties. He has established a cooperative and collaborative relationship with the new Chinese Headmistress in the short period of time he has been at the School.

The supervision and evaluation of the BC program teaching staff has already commenced with both formal and informal observations being conducted.

The administrative responsibilities as outlined in Section 3.3 of the Inspection Catalogue are being fully met .



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 Administrative Support requirements as outlined in the Inspection Catalogue. Administrative support is provided by the Chinese Headmistress, a full time BC Program Vice-Principal, bi-lingual secretaries, and an IT support individual. In addition to the on-site support staff, the School also has access to Maple Leaf Educational Systems support staff in the areas of marketing, finance, language learning and administration.

The School also has an effective Department Head structure which provides additional support and mentorship to both returning teaching staff and new teaching staff.

Power School provided by Pearson is the data management system being used to store student records and to transmit school and student data to the BC Ministry of Education.

Commendations:

The School is commended for the many administrative support structures put into place to support teachers and students. In particular the Team commends both the School and Maple Leaf Educational Systems for developing and implementing additional leadership opportunities including the Department Head structure and Adminterm positions.

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 maintained by the BC Program Secretary and are securely stored in the administrative office. Student records were found to be in good order with all required elements included.

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 the majority of teachers possess valid and current certification under



the BC Teacher Regulation Branch (TRB). At the time of the Inspection Team visit one teacher has submitted the necessary documents to the TRB and is currently awaiting notification regarding certification status. The Director of International Education has provided a temporary letter of exemption for this teacher while the certification application is in progress.

The School has local certificates for teachers of exempted courses filed. Staff files and records are well organized and contain all required documentation. Teacher contracts were examined and found to be thorough and comprehensive.

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:

MLIS-S uses the MLES tests to determine if a student has the necessary level of English acquisition to be admitted to the School. The level of proficiency determines if the student is placed in the full BC program, the Bridging program or the Foundations program. Before entering the full BC program all students are required to successfully complete the entrance exam which includes sections on reading comprehension, listening skills, writing and an interview.

The Team observed a consistent focus on language acquisition being used throughout the school.

A schedule is in place for teachers to be available after school to give students extra support.

In order to prepare the students to be successful in their knowledge and use of the English language, students are required to take an English course each semester: Communications 11 followed by English 10 during Grade 10, English 11 followed by Communications 12 in Grade 11 and English 12 in both semesters of Grade 12. The Grade 10 examination is deferred until the end of the first semester of Grade 11.

Commendations:

The Team recognized the concerted and consistent effort made throughout the school to support students in gaining proficiency in the English language.



4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School records demonstrated compliance with the International Graduation Credit policy for equivalency and challenge and records are kept showing successful completion of these courses.

The only exempted courses for which students are granted credit are Mandarin 10, 11 and 12. This year the School is offering BAA courses in Psychology 12 and Teacher Assistance 11 and 12. All necessary documentation has been completed to support the delivery of these courses.

4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.

Requirement Met Requirement Not Met

Comment:

The Team observed a school-wide consistency in the development of the course outlines for all courses offered. The School meets the learning outcomes identified in the Educational Program Guides for each course and the Educational Program Guides contain all the necessary components.

MLES has engaged in writing curriculum that meets the BC requirements and is particularly suited for use in Chinese classrooms.

The School has embarked on an AdvancEd accreditation process which encourages and supports peer-to-peer observations and collaborative discussions. A teacher observation rubric is being used to assist in the peer-to-peer observations and subsequent dialogue.

Commendations:

The Team commends the School for embarking on an accreditation process which focuses on peer-to-peer teacher observations, support and collaborative dialogue.



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 instructional time of over 1,100 hours in the current school year exceeds the Instructional Time Allotment requirement. The year is divided into two semesters with students taking 5 courses each semester.

Students are required to track their Daily Physical Activity (DPA) in a log which is checked weekly by the homeroom teacher. An exercise break is built into the schedule four days a week. Many students are involved in after school sports teams and activities.

MLES has developed detailed English language instructional strategies which are consistently applied in all areas of instruction. Having these instructional strategies readily available particularly benefits the new teachers as they adjust to teaching in China.

Commendations:

The Team commends the School for the evidence of consistent strategies used by teachers in the planning and delivery of instruction to enable the students to become more proficient in the use of English.

4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The long term plans and daily lesson plans gave evidence of both formative and summative assessment being used. The School has appointed department heads who work with the members of their departments to ensure consistency in both curriculum delivery and assessment. Common exams are used to ensure that the evaluation of learning outcomes and skill development is consistent regardless of which class students are in.

The Team saw evidence that student achievement based on the learning outcomes which is distinct from an assessment of student behaviour.

All teachers are familiar with the Performance Standards website giving them awareness of the expected level of achievement at the various letter grades.



The teachers of provincially examinable courses use sample exams allowing students to become familiar with the eExam format prior to writing the exam.

The differences between the course mark and provincial exam mark are within acceptable limits.

The School has established detailed procedures for the security and invigilation of the provincial examinations.

Commendations:

The Team commends the School for the collaboration between teachers in the assessment of student progress through the use of common marking rubrics and tests.

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:

Students are provided with textbooks as needed to support their learning in the classroom.

MLIS-S has two computer labs each containing a class set of desktop computers. The Team observed these being used for several classes during their visit. Every student is issued a laptop at the start of Grade 10. These laptops are used within the instructional program and can be adapted and secured for use in writing provincial examinations. Students are able to access the Internet through a school wide wireless network. The School is committed to improving the bandwidth so that students and staff can utilize more online resources.

This year the School had purchased a significant number of new print fiction books for the library. Teachers are submitting requests for non-fiction books and other materials that can be used to support their students' learning. MLES has secured ProQuest: Canadian Curriculum Edition e-library and TumbleBook Cloud e-book collection. These online resources give students and staff access to novels, online magazines, newspapers, reference book, maps, audio and video files and selected websites. At the time of the Team's visit no use was being made of these items.

Two teacher/librarians are each assigned a teaching block for library work. The Team observed cataloging of new materials and the assigning of student bar codes which will improve the use of the library. The library will need to continue to grow along with the increase in school population by providing access to both print and online resources.



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:

Student progress reports are sent to parents twice each semester. Parents are able to access the parent portal of the Pearson PowerSchool administrative program through which they can obtain on-going information. Regular parent teacher meetings are held at the school.

Commendations:

The School is commended for its effective implementation and use of the Power School parent and student portal. Parents are regularly utilizing the portal to access student attendance, homework and student achievement information.

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, which has been updated for this school year contains all the required information regarding discipline, appeals and dispute resolution. It is printed in both English and Chinese.

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, which is developed for all Maple Leaf International Schools, contains the necessary policies and procedures including those for teacher and administrative evaluations.



CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Maple Leaf International School Shanghai for:

- Its continued efforts to ensure that a positive and collaborative school environment is maintained even with the rapid enrolment increases as outlined in section 2.1.
- The many administrative support structures put into place to support teachers and students. In particular the Team commends both the School and Maple Leaf Educational Systems for developing and implementing additional leadership opportunities including the department head structure and Adminterm positions as outlined in section 3.4.
- The concerted and consistent effort made throughout the school to support students in gaining proficiency in the English language as outlined in section 4.1.
- Embarking on an accreditation process which focuses on peer-to-peer teacher observations, support and collaborative dialogue as outlined in section 4.3.
- The evidence of consistent strategies used by teachers in the planning and delivery of instruction to enable the students to become more proficient in the use of English as outlined in section 4.4.
- The collaboration between teachers in the assessment of student progress through the use of common marking rubrics and tests as outlined in section 4.5.
- The School is commended for its effective implementation and use of the Power School parent and student portal. Parents are regularly utilizing the portal to access student attendance, homework and student achievement information as outlined in section 4.7.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Maple Leaf International School - Shanghai continue to be recognized as a British Columbia Certified Program.

