

# Certification Inspection Report

## BRITISH COLUMBIA PROGRAM

at

LANZHOU ORIENTAL CANADA SECONDARY SCHOOL

LANZHOU, GANSU PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 23-24, 2017

## INTRODUCTION

On October 23-24, 2017, a certification inspection was completed on Lanzhou Oriental Canada Secondary School in Lanzhou, Gansu Province, People's Republic of China, termed LOCSS or 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 Executive Director of International Education, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Brent Koot and John Bevacqua (Chair).

The School's B.C. program has an enrolment of 146 students, in grades 10-12. The B.C. Program is housed within Lanzhou Jiaotang University Oriental Middle School, which enrolls approximately 3500 students. The School also enrolls 17 students in a non-credit Foundations Program for those students who have not met entrance requirements and are enhancing their ELL skills. The Team noted that the School is planning to move into a new 32 storey facility on the campus grounds which will house new classroom facilities and will include teacher accommodations.

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, B.C. teachers, the Chinese principal and vice-principal and the school support staff.

The owner/operator, Mr. Hong Zhang, Canada Horizon International Education Incorporated, is responsible for the B.C. program and has an agreement in place with Mr. Tang, the owner/operator of Lanzhou Jiaotang University Oriental Middle School, to operate the B.C.



Program within the larger school.

The B.C. program’s philosophy and goals as outlined in its mission statement, are: “with its member communities, strive to develop responsible and educated citizens by providing an environment that expects and encourages respect for each other and the community” and “to uphold rigorous academic standards through a variety of teacher and learning strategies so that all students may acquire the skills, the knowledge and the work ethic to become contributing members of an evolving society. We provide a diverse extra and co-curricula to all students.”

The Team would like to thank Lanzhou Oriental Canada 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:

There were no requirements in the previous inspection report.

## 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 and confirmed an appropriate sustainability plan. The Team noted the existence of annual goals related to the implementation of B.C.’s redesigned curriculum and English Language instruction and assessment across all curricular areas. Each of the goals is supported by specific measures including professional development of staff and support by the principal and vice-principal of the School.

The Team noted the existence of a “twining partnership” with SD 42 (Maple Ridge-Pitt Meadows) where over the past three summers students from LOCSS attended summer programs within the school district.

The Team commends the school for maintaining a consistency of practice despite a significant turnover of teachers and administration from the previous year.

During the inspection, the Team was given a tour of the new facilities which the School will occupy. The School will occupy 5 floors of a new 32 storey building, which will house



classrooms, learning spaces and offices. In addition, the upper floors of the new tower will be dedicated for teacher accommodations.

**Commendations:**

The Team commends the School for the development of measured school goals and encourages the School to continue in this important work as a means of school growth and sustainability.

The Team commends the School for ensuring a consistency of practice despite a significant turnover in staff from the previous school year.

The Team commends the School on its plan to move into new facilities; allowing for the enhanced potential for growth in student enrolment and similarly for the enhanced potential for teacher recruitment and retention.

**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 original written approval is on file from the local Provincial Education Bureau demonstrating support and permission for the B.C. program to operate.

**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 School is contained within the larger host school campus which is comprised of four buildings, inclusive of a dormitory. The School occupies classrooms on the sixth and seventh floor of one building on campus and is appropriately equipped and maintained. The School has access to facilities such as: science labs, computer labs, music room, art room, fitness facilities, auditorium, gymnasiums, outdoor fields, track, and dormitories. The School has appropriate access to these facilities to deliver the B.C. Program. The School reports that 66% of the B.C. Program students live in the School's dormitories.



The Team reviewed local building, safety, and cafeteria codes and permits and confirms appropriate safety and evacuation plans are in place.

The Team discussed the School's progress in developing an emergency plan in case of sudden closure or catastrophe. The School had not yet completed a detailed plan but did verify that the plan is being developed. The Team reminded the School that such a plan is to be in place by July 31, 2018.

### ADMINISTRATION 3.0

#### **3.1 Offshore School Representative (OSR) - The owner/operator must 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 Team reviewed the contract of the offshore school representative (OSR) and confirmed that all the requirements related to the OSR in the Agreement are in compliance. The Team appreciated the assistance of the OSR during the inspection.

#### **3.2 The principal meets the requirements as outlined in section 3.2 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The principal is in his first year at the School. He comes to the School with 15 years' experience as an administrator from various jurisdictions in Canada. The Team noted that he has two previous years' experience working in a B.C. offshore school.

The Team verified a letter (dated October 19<sup>th</sup>, 2017) from the B.C. Ministry of Education exempting the School from the requirement for the Principal to have a minimum of 3 years' experience in a British Columbia school.

#### **3.3 The School meets the administrative support requirements as outlined in section 3.3 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

The full complement of administrative support, including a vice-principal, director of human



resources, university application assistant, front office manager, technology director, admission and office assistants all contribute to the School meeting all the requirements necessary.

The Team confirmed that a teaching assistant did not have a criminal record check on file.

**Requirement:**

The teaching assistant must complete a criminal record check immediately upon return to Canada. The School is required to confirm with the MoE that the criminal record check will be done as soon as possible.

**3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

Student record files included all required inclusions including a registration form, results of the English language entrance assessment, copies of student report cards and the B.C. Ministry of Education's personal information consent form.

The Permanent Student Record (1704) is kept up to date and securely backed up on TESS and also stored in each student's file on site.

**3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

Teacher files were reviewed and included all required elements including a copy of the work visa and appropriate emergency contact information.

During the inspection, the Team verified that the School received a letter (October 20, 2017) from the Ministry of Education, extending temporary exemption for two teachers whose Certificate of Qualification application were in progress. The additional temporary exemption has been extended until Dec. 6<sup>th</sup> 2017. The Team verified that the school is supporting these teachers to ensure that all proper documentation is submitted to the Teacher Regulation Branch in a timely manner.

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

During the inspection, the School informed the Team that they are actively recruiting an



additional teacher for this school year and were in the process of interviewing suitable candidates.

#### EDUCATIONAL PROGRAM 4.0

##### 4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the Inspection Catalogue for offshore schools.

Requirement Met       Requirement Not Met

**Comment:**

One of the major goals of the School for the current year is the implementation of new curriculum. This is made more difficult by the turnover of staff prior to this school year. However, in discussion with staff and the principal, they were aware of the requirements and are making significant steps towards the implementation.

During the summer, the principal and three other staff members attended the Ministry workshop on curriculum implementation. These staff members are providing leadership in professional development to the rest of staff.

The School has established professional learning teams that meet bi-weekly throughout the year to focus on the redesign of curriculum. There is evidence in planning documents that teachers are already implementing aspects of the new curriculum in their instruction.

The School has documents relating to the new Numeracy Assessment and preparation for this assessment is part of their ongoing planning.

The Team is confident that LOCSS will be prepared for the curriculum transformation.

##### 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 has a comprehensive language assessment tool that is used to determine if students can enter the program at the beginning of their grade 10 year. The assessment includes sections on listening, reading comprehension, and writing. All students must attain a pre-determined level of achievement in order to be accepted into the program. This year, there are 17 students who are enrolled in a Foundations program because they did not meet the assessment requirements but are electing to take a full year of non-credit, English language courses in order to enter the program next year.



The principal noted that there were a small number of unsigned assessments. These assessments were carried out in July and August, when the school was in a transition between school principals. Although written sections of the assessments were marked by B.C. teachers and students met the entrance criteria, a principal was not present to manage the process and approve the student admissions of these students.

The principal plays an active role in working with teachers on their ELL instructional practices. He provides feedback after observing classes on such topics as the need for frequent review, pacing, and complexity of language used by teachers.

The School has timetable structures in place to further support students. English 10 and Social Studies 11, are double blocked and most grade 12 students take English 12 and Communications 12. All students have a daily 35 minute Homeroom/language activities class in which a variety of additional support activities are provided for students

All observed classes show evidence of purposeful ELL activities being incorporated in instructional strategies and assessment practices. Across the disciplines, there is evidence of vocabulary development, frequent checking for understanding, oral participation by students and small group activities where the school-wide, English only policies are expected and implemented.

**Commendation:**

The School is commended for the quality of its ELL program, including the purposeful classroom strategies to support language learners, the effectiveness of its English only speaking policy, and the additional supports given the students through programs like the Homeroom/English Activities Class.

**Requirement:**

The School must seek clarification about the role of the principal in supervising and managing the ELL assessments in the summer and develop policy and procedures to manage the summer assessment process.

**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 does not offer course equivalencies, BAA courses, or course challenges. Exemptions exist for Physical Education 10, 11, and 12, Music 10, and Mandarin 12. Exemption letters for these courses are in place as are course overviews and links to provincial learning outcomes for



those courses.

**4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (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 course overviews and links to learning outcomes are thorough and detailed. Teachers employ a variety of unit plans and they too, show timelines, content, teaching strategies to support ELL learners, and assessment practices of the teachers.

These documents are invaluable to the new teachers in the school. They not only provide these teachers with planning tools for their instruction but they also provide continuity and create expectations for the quality of instruction and learning in the school.

Commendation:

The School is commended for the quality of its planning documents as a means of providing consistency, continuity, and maintaining high expectations for instruction to support new teachers coming to the school.

**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), 4 (6), 5 (8)(a) and (d) and s. 5.3 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 LOCSS exceeds the instructional time allotments as required for B.C. offshore schools. The School also provides additional time for students in an extended homeroom and English activities program and has structured time allotments for students to participate in school clubs.





**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:**

Through observation, samples of student work, and descriptions in the course planning documents, it is clear that teachers use a wide variety of formative and summative assessments. There is widespread use of performance standards as a means of assessing strengths and weaknesses in student work. Teachers often employ a system of re-submission of assignments and projects to give students opportunities to improve the quality of their work.

The Provincial Exam results in English 12 and Communications 12 are within acceptable discrepancy limits. However, the school is also aware that there needs to be ongoing and specific improvements in the English 12 exam results.

The School employs a variety of strategies to help improve exam results. In grade 10 students are double blocked in English. In grade 12, students take both Communications 12 and English 12. Students are required to read a minimum of 10 novels a year. The extended homeroom/English activities class is designed to improve students' English skills. Students in Grade 12 write sample provincial exams throughout the year.

**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 sufficient print resources and textbooks to meet the requirements of all school courses. However, it is expected that the implementation of new curriculum next year may place a strain on the acquisition of new resources.

The School has a library that has a growing collection of appropriate reading level books. The school librarian is very cognizant of acquiring high interest books that meet the needs of beginning to advanced readers. She is very creative in working with students and teachers to increase student reading practices. The non-fiction, research section of the library is limited. The library has four computers that students can use for research purposes. The principal indicated that they will look at online database programs to further enhance non-fiction, resource materials for students and teachers.

The School has two 26 station computer labs and access to another lab with 50 computers. This is adequate to administer provincial exams and the upcoming Numeracy Assessment. Wi-Fi at the school is reported as acceptable and bandwidth should not be a problem for simultaneous



exam writing.

Student use of computers in classrooms is staged by grade. Currently, grade 10 students do not use computers in their classes (with the exception of translators) grade 11 students may use them as directed by teachers, and grade 12 students can use computers in their classes.

**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:

LOCSS has three formal report cards in November, March and June and one interim report in October. Report cards include letter grades, course percentages, and anecdotal comments in both Mandarin and English. Teachers meet with parents twice a year in an interview setting. Grad Transitions is reported when completed.

**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 is a comprehensive publication that includes a statement of philosophy and beliefs. As well, it includes, student conduct, extra-curricular opportunities, school calendar, assessment procedures, and dispute resolution and appeal procedures.

The handbook is published in English but a Mandarin version is not produced. This limits the ability of parents to become knowledgeable about school policies and procedures.

**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 is comprehensive and thorough, providing teachers with significant detail to help make both their professional and personal lives easier while at LOCSS. The handbook has been updated to include all requirements for offshore schools. Recent changes



have been communicated to staff.

## 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:**

Due to unforeseen and sudden staffing changes, the Team was informed that the School would be pursuing the delivery of Chemistry 11 and 12 via Distributed Learning. At the time of inspection the DL delivery of these courses had not yet begun. The School confirmed and the Inspection Team verified, that these courses would be delivered through the approved Distributed Learning provider - Global Education. The School is providing a local teaching assistant/learning facilitator to enhance communication between the students and teacher and parents and to assist students as necessary.

## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the owner/operator, principal and staff of Lanzhou Oriental Canada Secondary School for:**

- The plan to move into new facilities; allowing for the enhanced potential growth of student enrolment and the enhanced potential for teacher recruitment and retention.
- The quality of its planning documents as a means of providing consistency, continuity, and maintaining high expectations for instruction to support new teachers coming to the school.
- The quality of its ELL program, including the purposeful classroom strategies to support language learners, the effectiveness of its English only speaking policy, and the supports given the students through programs like the Homeroom/English Activities Class.



## Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by February 1, 2018 the owner/operator provide the Executive Director of International Education, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- The School is required to ensure all teaching assistants have an appropriate criminal record checks on file and must confirm that criminal record checks will be completed as soon as possible.
- The School must seek clarification about the role of the principal in supervising and managing the ELL assessments in the summer and develop policy and procedures to manage the summer assessment process.

## SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Executive Director of International Education, the British Columbia education program offered at Lanzhou Oriental Canada Secondary School continue to be recognized as a British Columbia-certified school.

