

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

LANZHOU ORIENTAL CANADA SECONDARY SCHOOL

LANZHOU, GANSU PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 26 & 27, 2015

## INTRODUCTION

On November 26 and 27, 2015, a Certification Inspection was completed on Lanzhou Oriental Canada Secondary School (LOCSS) in Lanzhou, Gansu 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 167 students in Grades 10 to 12, with 62 students enrolled in Grade 10, 64 enrolled in Grade 11 and 41 enrolled in Grade 12. In addition, there are 24 students enrolled in a pre-Grade 10 Foundations Program. The entire School, Lanzhou Jiaotang University Oriental Middle School (LJUOMS) enrolls approximately 3500 students in Grades 7 to 12. LJUOMS is one of eight private Chinese schools in Lanzhou.

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 Owner/Operator, Offshore Program Consultant (OPC), Chinese Principal and Vice-principal, BC Principal, BC Teachers, Chinese Teachers, and Chinese Support Staff.

The Owner/Operator, Mr. Hong (Jerry) Zhang/Gansu Shengji Trading and Development Company Ltd., is responsible for the BC Program. Mr. Zhang has a business agreement with Mr. Tang, the Owner/Operator of LJUOMS, to offer the BC Program within the larger parent school.

The BC Program's Mission Statement and Expectations as noted in the Teacher Handbook is as follows:



*Lanzhou Oriental Canada Secondary School, in partnership with its member communities, strives to develop responsible and educated citizens by providing an environment that expects and encourages respect for each other and the community. We 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 diverse extra and co-curricula to complement the academics, creating a rich variety of valued and supported offerings.*

The Mission Statement is under review and is expected to be redeveloped this year. The Team encourages the School to complete this as soon as possible and to place the new Mission Statement in the Student/Parent Handbook.

Special features of the School include:

- LOCSS is a BC Program housed in a “private” middle school.
- The intentional blending of Chinese and BC staff (example: Chinese teachers are matched with BC teachers to lead homerooms, Chinese and BC teachers share office space).
- Showcase assemblies, hosted by a different homeroom each week, are held weekly to provide opportunities for students to practise their English and showcase their talents.

LOCSS is to be commended for the intentional blending of Chinese and BC staff which helps to support a collaborative, family environment.

The Team would like to thank the staff of LOCSS for its warm welcome, hospitality, cooperation and preparedness for the inspection visit. The organizational detail was of great assistance in completing the tasks involved in the Inspection.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met

Comment:

The Principal submitted a four-page written response to the Director on June 14, 2015. The response, presented in a chart format, lays out a three-year plan addressing the two requirements noted in the 2014-15 Inspection Report. The library requirement focuses on a review and plans related to staffing, resources, post-secondary centre, making connections and cataloguing. The technology response relates to hardware, software for student data management, staffing, website, and learning and digital resources.



## 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:

- Mr. Zhang satisfies the ownership requirements as outlined in Schedule A of *The Agreement*.
- LOCSS has a variety of documents on file providing permission for LJUOMS to operate and supporting the operation of LOCSS as a BC Program within LJUOMS.
- Mr. Zhang 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*.
- LOCSS obtained pre-certification status in March, 2014, and certification status shortly thereafter.
- A “twinning” relationship has been established with School District #42 (Maple Ridge, Pitt Meadows).
- The Offshore Program Consultant and 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 and Principal, was filed as required with the BC Ministry of Education. The School has had steady growth since it opened in 2013. Recruitment and marketing activities include:

- word of mouth.
- website, brochures and newspapers.
- promotions in the parent school, LJUOMS.

With the enrollment increases in both LJUOMS and LOCSS, plans for a new campus are underway; completion is expected in 2017. LOCSS would be housed in a 33-storey building with 5 floors dedicated to the BC Program.



Commendations:

The Team commends Mr. Zhang (owner of LOCSS) and Mr. Tang (owner of LJUOMS) for their dedication and commitment to the BC 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:

LOCSS is the only International Programs housed within LJUOMS. LJUOMS is responsible for all the facilities. The gated campus consists of dormitories, dining hall, full-size track, outside courts (tennis and basketball) and a large U-shaped classroom and administration building. LOCSS is located on the sixth and seventh floor of the LJUOMS. LOCSS has been assigned two hallways in the parent school consisting of nine classrooms, Music room, Art room, two computer labs, a library, staff office (shared by BC and Chinese staff), staffroom/lounge, principal's office and administrative support offices. The BC Program has access to other parts of the LJUOMS as needed (example: sports field, additional computer labs, science lab, assembly hall). In addition, staff and female students have access to a roof top fitness room and yoga room. Physical Education (PE) students change into and out of their PE gear in a renovated classroom. These change rooms (one for boys and one for girls) have large windows in them with no window coverings. A Fast Food Restaurant Certificate (February 20, 2010 to Feb 21, 2020), Food and Beverage Permit (May 28, 2013 to May 27, 2016), and Fire Compliance Certificate were on file.

The School Handbooks indicate that the students in the BC Program at LOCSS understand and 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. Information on students with medic alerts is posted in the staffroom. Minor medical issues are dealt with by staff while more serious issues involve contact with parents and transporting the student to the nearby hospital. 147 of the 167 students live on sight during the week; for the most part Chinese support staff members are responsible for students outside of school hours.

The facilities at this 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:

Dr. Rick Erickson, appointed by Mr. Zhang (Owner/Operator), began his appointment as the Offshore Program Consultant for LOCSS on July 1, 2015. He:

- serves as the OPC for two owner/operators.
- was selected from the Ministry's pre-approved list of qualified consultants.
- possesses a contract dated April 2, 2015 supporting the appointment.
- possesses the authority to represent and legally bind the Owner/Operator.
- serves as the primary liaison between the Owner/Operator and the Province of BC.

Dr. Erickson's extensive teaching and administrative experience both in BC and offshore provides the knowledge and expertise required for the position. The Team confirmed that Dr. Erickson meets all of the qualifications set out in Part II (1-9) of Schedule B of *The Agreement*.

**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. Stephen Olah was appointed Principal of LOCSS effective the 2013-14 school year. He has extensive experience as a teacher and administrator in BC. He is affiliated with LOCSS through a principal's employment contract as required and is currently not employed by any other school in the BC Global Education Program. Mr. Olah 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 LOCSS Administrative Team consists of the Chinese Principal/Owner and Chinese Vice-principal and the BC Principal. Chinese support staff members include: Administrative Front Office Manager, Director of Human Resources, Director of Technology, Guidance Counsellor and a Chinese support staff member to assist students with their Student Visas.



The Owner/Operator contracts with LJUOMS for the Chinese teachers responsible for the exempted courses (Music, PE and Mandarin) and for the majority of the LOCSS Chinese employees.

Web TESS, a WINDSOR data management system, is used to store and transmit school and student data to the Ministry. The School meets the Internet connectivity as required by the Ministry. Beginning next week Grade 11 and 12 students will be able to bring their laptops to school for student work. The School will be monitoring the impact of this change on Internet connectivity and speed.

### 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 Guidance Counsellor. The students' files were filed alphabetically by homeroom and found to contain all required documents with the exception of the Permanent Student Record (form 1704). The files are stored in fireproof cabinets.

**Requirements:**

A Permanent Student Record (form 1704), indicating applicable alerts, must be completed and placed in each student's file.

### 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. The Team also confirms that all Authorized Persons under *The Agreement* possess valid and current certification under the BC Teacher Regulation Branch. Letters of extension had been granted from the BC Ministry of Education International Education Branch for two teachers whose TRB applications were in process just prior to the Inspection. The Team verified that the TRB certificates had recently been granted to these teachers. A number of teachers have BC teaching experience. Although not submitted with the Inspection Catalogue, the Team verified that the School did possess the TRB Certificate Verification Response File.

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. The terms and conditions of employment are included in the teachers' contracts as required.



An evaluation was on file for the Principal and teachers who have 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 courses include appropriate Chinese documents with translations indicating local certification. Criminal Record Checks were on file for LOCSS Chinese staff working with children.

Professional Development for teachers includes two to three orientation days, two professional development days throughout the year and two end-of-year administrative days. The focus of these days are cultural understanding, beginning of school year routines, sharing of curricular knowledge and teaching and assessing English as Second Language Learners.

The School is attempting to address the teacher retention issue by providing information about Lanzhou prior to a teacher signing a contract as well as providing financial incentives for teachers who stay at LOCSS for another year.

#### 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:

LOCSS provides opportunity for students to write an English Language Proficiency test in May, coinciding with their primary admission date. There are brief opportunities provided in each of the following three months as well.

The Principal is directly involved in the student admissions process, but he also involves both the BC teachers and the Chinese teachers in the assessment and in the interviews required before admissions.

LOCSS offers support to students to improve achievement in the following ways:

- A full-year Foundations course (not for credit) provides a bridge into the BC Program for students not sufficiently proficient in English.
- Teachers receive an orientation at the beginning of the school year to remind them that classes in every subject area must have the English learning components of speaking, listening, reading and writing.
- A daily, thirty-five minute homeroom/English Language Acquisition class incorporates a variety of English learning strategies.
- A two hour night study provides opportunity for students to receive English assistance from Chinese faculty.



- Students at each grade level are expected to read 10 novels a year.
- Grade 10 students participate in a five-week summer school program at Thomas Haney Secondary School in Maple Ridge, BC. Students spend time sight-seeing and visiting universities in the area during a fifth week of the program.
- English clips from various sources are posted in the washroom stalls.

The Team noted the development of student leadership to further enhance the acquisition of the English language. These included:

- Inviting a number of students to the Inspection introduction together with faculty.
- Scheduling of weekly assemblies led by the students of each homeroom.
- Having Student Council members host the Team for lunch in the cafeteria.
- Inviting student tutors to work with classmates struggling with English.

The Principal and teachers collaborate regularly to discuss strategies to enhance English learning in an English Language Learning (ELL) based school.

**Commendations:**

There is significant effort to build the English skills of LOCSS students by both BC and Chinese faculty through a variety of methods.

The Team also commends LOCSS for creating a number of opportunities to build student leadership.

**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 equivalency is granted for Mandarin 10, 11 and 12 to those students who have successfully completed Mandarin 7, 8 and 9 in China. Grade 12 students must take the BC Mandarin 12 course as part of the BC Program. The better of the two Mandarin 12 marks is used for the final mark on student transcripts.

LOCSS has not entertained Course Challenge; neither have they offered any BAA courses to date.

There are five exempted courses at LOCSS: PE 10, 11 and 12, Music 10 (General) and Mandarin 12. The Team verified that authorized exemption letters were on file as were required teacher documentation.



**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:

Complete Course Overviews were evident for all subjects including the exempted courses of PE 10, 11 and 12, Music 10 and Mandarin 12. All Course Overviews provided evidence of content, prescribed learning outcomes (PLOs), planning for assessment (teaching strategies), achievement indicators (assessment) and resources. LOCSS employs a consistent format for all Course Overviews. To enhance the Fine Arts Program, Art 11 and 12 are offered.

Commendations:

The Team commends LOCSS for providing PE and Fine Arts to students in all grades; this provides a balanced educational program at every grade level.

**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:

PE is mandatory for students in Grades 10, 11 and 12, thus completing the Daily Physical Activity (DPA) requirement. The six students not able to fit PE into their timetable must document their DPA and submit it to their homeroom teacher.

Grade 10, 11 and 12 students each receive approximately 1000 hours of instruction a year.

**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 LOCSS follow the BC Curriculum and create corresponding Course Overviews and assessment strategies to meet the learning outcomes. Assessment includes: participation, oral work, rubrics, self-evaluations, presentations, projects, quizzes and tests. BC Performance Standards are utilized.



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.

Provincial Examinations are written by students in all applicable areas: English 10, Science 10, Math 10 and Social Studies 11. Since the school has just entered their third year, English 12 will be written at the end of this school year. 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. BC faculty assist with this task so that all exams are marked twice.

Discrepancies between course marks and provincial exams are tracked closely. In 2014-15 the following differentials were recorded:

- English 10: provincial exam marks averaged 7% lower than course marks.
- Math 10: provincial exam marks averaged 7% higher than course marks.
- Science 10: provincial exam marks averaged 2% higher than course marks.
- Social Studies 11: provincial exam marks averaged 2% lower than course marks.

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.

Commendations:

The Team commends LOCSS for the efforts to keep the differential between course marks and provincial exams narrow, particularly in the areas of English and Social.

#### **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:

LOCSS recently hired a librarian to catalogue the books under the Dewey Decimal System. She is also busy developing activities to promote student reading.

LOCSS has access to three computer labs. After some initial glitches in the Internet connectivity, most of the machines are running smoothly. LOCSS began experimenting with Grade 12 students bringing their personal laptops to class. As noted earlier, beginning next week all Grade 11 and 12 students will be able to bring their laptops to class. They envision that a careful monitoring of laptop use will benefit student learning.

The School has sufficient textbooks for all subject areas and there are adequate teacher



resources with the exception of Chemistry. Chemical acquisition, storage and disposal have been a challenge at LOCSS. Print resources at LOCSS include a sufficient number of novels to support their reading program and some newspapers for students to access during their homeroom block. Teachers also access resources through the Internet.

**Requirements:**

LOCSS is required to address the acquisition, storage and disposal of the chemical materials in order to enable teachers and students to fulfill the course requirements for Chemistry 11 and 12.

**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. In addition, an interim report is distributed in mid-October. All reporting is written in both English and Chinese and reflects the progress made by students in the BC Curriculum, including the exempted courses.

Parents are expected to attend parent teacher conferences in November and April and at any other time as requested by teacher, student or parent. The Chinese teachers support the BC teachers with translation of report card comments and serve as interpreters during conferences between BC faculty and Chinese 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 created by the Principal. Each year, the Principal updates the handbook to reflect current LOCSS practise. Parents are provided a Chinese translation of the Handbook. The Team confirmed that the Handbook meets the requirements as outlined in the Inspection Catalogue. The School has developed the required policies relating to parental appeals and dispute resolution, admissions, student assessment, discipline and supervision. The 22-page handbook includes a significant amount of additional information to assist students and parents in understanding life and expectations at LOCSS.



**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 69-page Staff Handbook, developed by the Principal, includes a variety of policies and procedure and meets all but one of the requirements as outlined in the Inspection Catalogue. The Handbook includes such topics as: calendar, timetable, mission and expectations, professional responsibilities and expectations, strategies for teaching English as a Second Language, and living in Lanzhou. This handbook is updated yearly.

The evaluation practise is that teachers and the principal are evaluated in their first year and every two years thereafter. This practise is not reflected in any written policy nor is it noted in contracts or the Staff Handbook.

**Requirements:**

Develop a written policy on teacher and principal evaluation as required under Section 8.14 of *The Agreement*.

**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       Not Applicable

**Comment:**

LOCSS offers no Distributed Learning classes.

## CONCLUSION

### Commendations

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

- The intentional blending of Chinese and BC staff which helps to support a collaborative, family environment.
- The dedication and commitment of Mr. Zhang (owner of LOCSS) and Mr. Tang (owner of LIJOMS) for their dedication and commitment to the BC Program.
- The significant effort to build the English skills of LOCSS students by both BC and Chinese faculty through a variety of methods.



- Creating a number of opportunities to build student leadership.
- Providing PE and Fine Arts to students in all grades; this provides a balanced educational program at every grade level.
- The efforts to keep the differential between course marks and provincial exams narrow, particularly in the areas of English and Social.

## 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:**

- A Permanent Student Record (form 1704), indicating applicable alerts, must be completed and placed in each student's file.
- Address the acquisition, storage and disposal of the chemical materials in order to enable teachers and students to fulfill the course requirements for Chemistry 11 and 12.
- Develop a written policy on teacher and principal evaluation as required under Section 8.14 of *The Agreement*.

### 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 Lanzhou Oriental Canada Secondary School be recognized as a British Columbia Certified Program.**

