

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADIAN INTERNATIONAL SCHOOL GUANGXI GAOJIE

LIUZHOU CITY / NANNING CITY, GUANGXI

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 14 - 16, 2018

## INTRODUCTION

On November 14 – 16, 2018 a certification inspection was completed on Canadian International School Guangxi Gaojie with campuses in Liuzhou and Nanning in Guangxi Province, People's Republic of China, termed CISGG 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 Ms. Collette Ellis-Toddington and Mr. Edward Noot, who served as Team Chair.

The School's B.C. program has a total enrolment of 216 students, in grades 10 – 12 distributed across two campuses, each housed within a larger public Chinese host school. The B.C. program campus at the Liuzhou Railway # 1 School enrolls 76 students and the B.C. program campus at Nanning # 3 School enrolls 140 students. Each host Chinese school enrolls some 4000 students. The School has a twinning relationship with The High School at Vancouver Island University in Nanaimo.

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), Chinese officials, B.C. co-principals and B.C. teachers.

The owner/operator, Nanning Gaojie Education Consultant Co. Ltd., is responsible for the B.C. program in both locations.



The B.C. program's philosophy and objectives, as outlined in the parent/student handbook, is to:

- prepare students to be global citizens, empowered with the requisite knowledge, skills and attitudes that will help them succeed in life. The School recognizes and respects the distinctiveness of each student and the need for differentiated and personalized instruction

The Team would like to thank Canadian International School Guangxi Gaojie 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 School satisfactorily addressed the requirement listed in the 2017 Certification Inspection Report. They have also demonstrated that the suggestions were taken seriously and responded to appropriately.

## 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:

A business plan has been developed to outline plans for program growth and sustainability. The School has experienced slow, but steady growth. The relationship with the Chinese leadership at both campuses has become somewhat complicated in recent years and the School has decided to sever its relationship with both host schools at the end of the 2018-19 academic year. At this point plans are underway to relocate the B.C. program to a more suitable environment. These plans could likely include the merging of the two campuses into one central location. While each campus will have to process the loss of programs they have worked hard to develop, such a merger could have significant long-term benefits for the B.C. program such as teacher workload efficiencies, balanced teacher retention, greater access to specialized teaching areas and course expansion opportunities. The OSR has informed the MoE of these pending changes and will keep them informed as decisions are finalized.



## 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:**

Documentation reviewed by the Team indicates that the owner/operator meets the criteria listed in section 5 and appendix A of the Agreement.

The owner/operator has secured a letter of approval / no objection from the Education Department of the Guangxi Autonomous Region, dated January 4, 2018. The letter indicates the required approval from this department for the operation of the BC Program at Nanning #3 High School in collaboration with Nanning Gaojie Education Consulting Ltd. The letter contains all required elements as outlined in the inspection catalogue and the certification agreement. The letter is valid until July 2022.

As the location of the B.C. program is likely to change for the 2019-20 academic year, the owner/operator will need to secure a new letter of approval / no objection from the appropriate authority. This letter must be on file before the School opens in a new location.

### 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:**

Both the Liuzhou and Nanning campuses are expansive and well equipped, and include facilities such as: science labs, computer labs, music rooms, gymnasiums, outdoor fields, track, outdoor swimming pool, gardens, dormitories and auditoriums. The School has appropriate access to these facilities to deliver the B.C. program.

The Team reviewed local extensive building, safety, and cafeteria codes and permits and confirms compliance with local construction, health and safety regulations.

Emergency preparedness plans were reviewed. The School has clear plans in place for fire, earthquake and security related issues (bomb threat, etc.). Plans include a protocol in the event of an unplanned temporary or permanent closure of the facilities.



### 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 owner/operator appointed an experienced individual to act as offshore school representative (OSR). The OSR meets the requirements set out in section 1 of the Agreement and has been confirmed by the B.C. MoE as suitable for this position. The OSR contract began in October 2012 and expires in June 2019.

The OSR is instrumental in hiring staff. The OSR was on-site for the inspection.

The Team confirms that the OSR is knowledgeable about all aspects of the School's operations and all related aspects of the owner/operator's business operations; particularly the governance, business and administrative functions of the owner/operator's operation of the School and that he is fully aware of his obligation to report critical information relating to changes in the operation of the School or ownership structure that could significantly impact the School's operation.

**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 School operates with a co-principal model across the two campuses. One campus has enjoyed leadership stability, while the other has not. Both principals meet all requirements as outlined in the Agreement. They are both B.C.-certified educators with appropriate training and experience.

The job description is comprehensive and clear, outlining all elements required in the Agreement.

The Team notes that one campus principal is the third principal in three years. This level of turnover in the key leadership position in the School is concerning. The owner/operator is encouraged to focus his efforts on establishing greater continuity in this role.

Although the School is small it has appointed vice principals at each campus to provide additional leadership support. This decision provides the potential for leadership continuity



into the future and provides the School with a team leadership approach to meet the varying leadership responsibilities.

Commendation:

The Team commends the leadership team for their excellent level of preparedness for this inspection.

### **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

Comment:

The School meets the administrative support requirements as outlined in Section 3.3 of the inspection catalogue. Each campus has appropriate administrative support for the B.C. program. Chinese homeroom teachers support students and are available to serve as translators in communications with parents and the Chinese host schools. The Team noted the exceptional support offered by all Chinese support staff in both campuses, they are commended for their strong commitment of the B.C. program. They are a significant asset to the program.

The School uses Windsor-TESS software as their administration program.

### **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 files are stored in an administrative office and were found to be in good order. They are maintained by the administrative assistant and contain all required elements including the newly developed personal information consent forms for parents and students.

The School utilizes Windsor-TESS School administrative software to manage student data.

The School has computer labs available as outlined in Schedule F of the Agreement.



### 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:

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

The Team verified that valid criminal record checks are in place for all non-teaching / non-certified staff in the B.C. program, including local criminal record checks for the Chinese homeroom teachers.

Staff contracts were reviewed and found to be comprehensive and reasonably competitive, addressing all the required areas. The owner/operator is reminded of the need to offer competitive salaries and benefits as the supply of BC certified teachers remain limited.

Staff turnover at the School was identified as an area of concern last year but seems to have stabilized. The Team appreciated that the staff are highly committed to maintaining program continuity and to maintaining their positive school culture as they re-configure next year.

The Team confirmed that all teachers are employed under proper Chinese work permits and Z visas. The Team appreciates the School's persistent attention to this important detail.

Teacher files are in order and well maintained and include evidence that teacher evaluations are occurring as per school policy. A principal evaluation is planned, as per policy, for later in this academic year.

## 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:

The Team observed clear evidence of a full implementation of the new curriculum at the grade 10 level. All the grade 11 and 12 courses observed are using aspects of the new curriculum. First Peoples' Principles of Learning are evident in the course planning and regularly integrated in lessons. Big ideas, core competencies and subject competencies are clearly present in the planning documents of all courses. Many of the pedagogical strategies of the new curriculum were observed. Place based learning, leadership and real-world



problem solving are creatively and effectively demonstrated through the student operated coffee shops at both campuses.

Teachers attend roundtable professional development sessions for Social Studies, Science and English. These sessions occur at B.C. offshore schools in China and focus on implementation of the new curriculum in specific subject areas.

#### **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 B.C. principal assesses the students who are interested in the B.C. program and the final decision on admission to the B.C. program rests with the B.C. principal. The admissions process begins with an interview. The assessment tool is comprised of listening, grammar, reading comprehension and writing. The assessment tool will be revised for the 2018/2019 entrance process.

Students take an English course each semester. At grade 10, Media Studies and Spoken English occur the first Semester and then English 10 the second semester. Grade 11 and 12 students take an ELL course as well as English 11 and 12. Writing 12 is also offered.

Supplemental English classes occur for grade 10 students twice a week after school and IELTS is offered at the School. At one campus the IELTS teacher gives challenges related to academic English acquisition to subject teachers for use and integration into their curriculum. Time is set aside at all staff meetings to celebrate successful ELL activities.

#### **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 Team confirmed that the School has approval to offer Mandarin 10, 11 and 12 as exempted courses under the terms of the Agreement. Physical Education 11 and 12 are offered on an exempted basis at one campus.

The School utilizes two BAA courses: Psychology 11 and English Language Learning 11. Both courses have been duly approved and reflect all aspects of the new curriculum.



**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 Team confirms that all grade 10 course outlines and unit plans have been written to reflect the new curricular framework. All plans were reviewed and reflect the commitment and understanding of all aspects of the curricular framework. The detailed overviews include teaching strategies, assessment methods, work habits and content with appropriate reference to the big ideas, curricular competencies, learning intentions and activities, inquiry questions, accommodations for ELL students, First Peoples' Principles of Learning and career connections.

The Team noted that the School has already incorporated the framework of the new curriculum as outlined above into course overviews for grades 11 and 12. A software program (Atlas Rubicon) is effectively used to assist the teachers in developing course, unit and daily plans.

**Commendation:**

The staff is to be commended for successfully implementing the grade 10 curriculum and for extending their planning and implementation to grades 11 and 12. Planning using the components of the new curriculum in all courses will ease the full transition that will occur in 2018-2019.

**4.5 The School meets the instructional time allotment 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 School exceeds the instructional time allotment with 1017.5 hours of annual instruction time. The School operates on a semester system. The timetable is designed so that Daily Physical Activities/Club activities occur within the school day. This gives importance to these opportunities for students to improve their spoken language skills in settings beyond the classroom setting. Activities change throughout the year and are well received by the students. The implementation of house teams has increased interest and participation of all students.



**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 Team noted that classroom assessments included student self-assessment, peer assessment, quizzes, exams, projects, and reflections. Classroom and project assessments tended to be based on teacher designed rubrics. Examples of summative and formative assessments were examined.

The software program Engrade allows students to see their grades and the administration to monitor student achievement.

The data on the provincial exam results indicated little discrepancy between school grades and provincial examination results. The staff engage performance standards, quick scales, term formative and summative assessments as well as extra support to improve student outcomes and ensure continued parity between school grades and provincial examination results.

**Commendation:**

The staff is to be commended for enabling students to demonstrate their learning in a wide variety of ways. Students use video, podcasts, art, drama and writing to represent their learning. Teacher's flexibility and use of well-constructed learning activities allow students to take risks and gain confidence in their learning.

**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 the necessary learning resources for the courses taught. Students have access to recreational and class-based reading material through the library. Students are encouraged to use laptops in classes and/or have access to an English platform computer lab. New resources are acquired as needed.



**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 student progress documents meet the ministry requirements. There are four formal report cards as well as interim reports sent midterm. Student led conferences occur following the formal reports. If students are deemed at risk at midterm; parent meetings are arranged. The School is committed to updating the formal report comment bank to reflect the new curricular expectations.

**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 School has a parent/student handbook which addresses all required areas in sufficient clarity and detail. This handbook is bilingual, so it is of use to both students and parents and contains appropriate information on such topics as the School's statement of purpose and vision, admissions, communicating with parents, use of digital devices, code of conduct, dispute resolution and required courses for graduation from the B.C. program.

**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 School has a teacher handbook which addresses all required areas in sufficient detail.

Teacher and principal evaluation policies are in place. Teacher evaluations are underway and will be completed throughout the year as scheduled. The OSR has committed to evaluating one of the co-principals who is in his first year of service as per school policy.



## COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

<b>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.</b>		
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Not Met	<input type="checkbox"/> Not Applicable
<p>Comment:            The School is planning to offer several courses to selected students via distributed learning (DL) next semester. A staff tutor will be assigned to each DL student and the principal will supervise testing and oversee all communication with parents. Teachers have agreed to offer tutorial sessions to students on an as-needed basis.</p>		

## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the owner/operator, principal and staff of Canadian International School Guangxi Gaojie for:**

- their excellent level of preparedness by the leadership team for this inspection
- successfully implementing the grade 10 curriculum and for extending their planning and implementation to grades 11 and 12
- enabling students to demonstrate their learning in a wide variety of ways using video, podcasts, art, drama and writing to represent their learning

### SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Executive Director of International Education and Independent Schools that the British Columbia education program offered at Canadian International School Guangxi Gaojie continue to be recognized as a British Columbia-certified school.**

