

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADIAN INTERNATIONAL SCHOOL GUANGXI GAOJIE

LIUZHOU CITY/NANNING CITY, GUANGXI

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 24-26, 2017

## INTRODUCTION

On October 24 – 26, 2017, a certification inspection was completed on Canadian International School Guangxi Gaojie with campuses in Liuzhou and Nanning in Guangxi Province, PRC, 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 Mr. Ray Sutton, and Mr. Edward Noot, who served as team chair.

The School's B.C. program has a total enrolment of 238 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 112 students and the B.C. program campus at Nanning # 3 School enrolls 126 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 previous report contained a recommendation regarding safety equipment in science labs and the team confirms that the School has satisfactorily addressed this recommendation.

## 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 continue to ensure program growth and sustainability. The School has experienced slow but steady growth.

The Team was pleased to see the introduction of vice principals at each campus to facilitate future leadership transitions.

The two campuses differ significantly in the area of teacher retention with one campus retaining a very high percentage of staff, while the other campus experienced a complete turnover of the B.C. program staff. The previous year the trend was reversed. The Team encourages the owner/operator and offshore school representative to do all they can to stabilize staff retention rates; mitigating circumstances leading to high turnover and supporting sustained program development and growth (e.g. B.C. modernized curriculum) when turnover occurs.



## 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.

**Commendation:**

The owner/operator is commended for his strong support of the B.C. program and for his willingness to provide resources as needed.

### 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.

The Team confirms that appropriate fire and earthquake evacuation plans are in place.

## 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 2018. The School is reminded of the requirement to have an OSR in place to support the B.C. Program.

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.

### **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 co-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.

Each campus now has a vice principal in place to provide additional leadership and the potential for leadership continuity into the future.

**Commendation:**

The School is commended for establishing an administrative structure that includes vice principals at each campus.

### **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 a



significant asset to the Program.

The School uses Windsor-TESS software as the school administration program.

**Commendation:**

The Chinese support staff at both campuses are commended for their strong commitment to and outstanding support of the B.C. 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 and were found to be up to date.

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, but three, authorized persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

Three teacher's certification files are pending with the B.C. Teacher Regulation Branch (TRB). All three have been granted a temporary exemption until November 1, 2017, while the files are processed by the TRB. The OSR and the B.C. principals are supporting teachers in this application process.

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. The owner/operator is committed to taking steps to remain competitive in the offshore market.

The School is reminded of the current teacher shortage in B.C. and of the importance of staff recruitment and retention in the success of B.C. offshore schools.

Due to a variety of exceptional circumstances the Nanning campus experienced a complete turnover of staff this year. The Team canvassed this situation with the principal and OSR as this level of turnover is a concern with regards to program continuity. The staff are commended for their efforts to maintain program continuity and to enhance school culture.

Commendation:

The staff are commended for their efforts to maintain program continuity and to enhance school culture.

## 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 School is aware of the grade 10-12 draft curriculum and have been holding workshops on the new program for staff. Some of the teachers have drawn up their yearly plans following the suggested guidelines for the new program. Other teachers, especially those who are new to the School, have not yet explored the draft curriculum in their subject areas.

The School has a plan in place, to support and encourage teachers, that will ensure they will be ready for full implementation of the grade 10 curriculum in September 2018 and that work will have started on transforming the grades 11 and 12 programs.

The School leadership is aware of the resources, both from the Ministry of Education and others, that are available to support teachers in the transformation process.



**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 in place an English language assessment instrument that all students entering the School are required to complete. The previous principal administered and evaluated the assessment for the current year and had the final say on enrolling students.

The School offers a Foundations program for applicants whose English skills are not strong enough to be accepted into the B.C. Program.

All teachers were observed to be assisting students to improve their English language skills by encouraging the development of vocabulary and providing frequent writing and speaking assignments.

Year long English instruction, over 200 hours, is provided in all three grades as well as a 20-minute reading period every day.

Programs such as *“English Corner”* and *“Talk around the clock”* encourage English usage throughout the day.

Chinese tutors, proficient in English, are available to work one-on-one with students who are struggling.

The teachers are aware of the ELL Teaching Resources available on the Ministry website.

**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 policies followed at CISGG are consistent with the B.C. International Student Credit Policy.

The School offers two approved BAA courses: English Language Learning 10 and English Language Learning 11.

PE 10, 11 and 12 are exempted courses for which the School has authorization.

Students who have completed Mandarin 7, 8 and 9 are given equivalency for Mandarin 10, 11 and 12 in the B.C. Graduation Program. The School does not currently utilize course challenges.



**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:

Some teachers are using the traditional 'course overview' method to show curricular compliance. In these subjects the overviews meet Ministry requirements. Some teachers have developed course overviews based on the new draft grade 10-12 curriculum. The documentation made available to the team by the teachers using the draft program included; time lines, big Ideas, core competencies, First Nations integration (where applicable) and a range of assessment strategies. Unit plans were also reviewed by the Team.

The School has purchased *Atlas Rubicon* and the teachers are being shown how to use the software to organize curriculum and to track and assess student progress.

Some teachers are well down the path of transformation while others, new to the B.C. program, are just taking their first steps and will need focused professional development and ongoing support to achieve the implementation targets.

Commendation:

The Team commends the School on acquiring a software tool to be used in the evaluation transformation process.

**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 school year at CISGG is 994 hours long, well above the minimum required by the Ministry.



**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 determined that the School's policies and procedures, to ensure that school grades accurately reflect individual student achievement in the B.C. curriculum, and as outlined in the inspection catalogue and in the handbooks, is an accurate reflection of what is taking place at CISGG.

The School's examination results have overall been satisfactory. Teachers have worked hard to ensure students are prepared for the examinations and that the differential between the school mark and the examination mark are within an acceptable range.

The Team reviewed the inspection data report with the School administrators and the offshore school representative. It was noted that the drop in the graduation rate in 2015-2016, as shown on the data provided by the Ministry, was not consistent with the data shown to the Team while at the School. The School data showed a graduation rate of 87% - 35 out of 40 students graduating. This may be because of a difference in how graduation rates were calculated by the Ministry.

**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 is well supplied with textbooks and students have access to a variety of online resources.

The libraries on the two campuses tend to focus on appropriate reading materials.

Science teachers in the B.C. program on both campuses have access to Science labs in the host schools although at times booking access or checking out equipment is a lengthy process. The Team recommended to the owner/operator that Science teachers and students on both campuses would benefit from having some basic Science equipment available in their classrooms.

The School has access to two large computer labs for both class use and examination writing.

The School is planning to administer the Graduation Numeracy Assessment to the grade 11 students in June 2018.



The teachers at CISGG are aware of the resources available on the B.C. Ministry of Education website.

**4.8 The School meets the student progress report requirements as outlined in section 4.8 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team found the description of the Student Progress Reports as outlined in the inspection catalogue to be accurate. The School issues reports four times each year with Student-led conferences scheduled after reports one and three. Parents and students have access to all student evaluations online via *Engrade*.

**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 and the School is committed to implementing them throughout the school year.



## COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

**6.1 The School meets the Distributed Learning requirements as outlined in section 18 of the Agreement and Section 6 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met       Not Applicable

Comment:

The Team confirmed all items outlined in Section 18 of the Agreement and Section 6 of the inspection catalogue regarding DL courses offered in Calculus 12 and Biology 12.

The authorized Distributed Learning service provider is Kamloops School District #73 Business Company. The School currently has 18 students registered in Calculus 12, along with one in Biology 12. The campus Principal is the on-site facilitator for the DL courses.

## CONCLUSION

### Commendations

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

- the strong support of the B.C. program demonstrated by the owner/operator and for his willingness to provide resources as needed
- implementing a new administrative structure with vice principals at each campus
- the strong commitment to and outstanding support of the B.C. program offered by Chinese support staff
- the efforts of teachers to maintain program continuity and to enhance school culture
- acquiring a software tool to be used in the educational transformation 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 Canadian International School Guangxi Gaojie continue to be recognized as a British Columbia- certified School.**

