INTRODUCTION

On December 11-12, 2019, a virtual certification inspection was completed on Harbin Zhongshi - Canadian International School (HZ-CIS) in Harbin, China, referred to as 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, appointed by the Executive Director of Independent Schools and International Education, British Columbia Ministry of Education (MoE) in accordance with the BC Global Education Program – Offshore Schools Certification Agreement (the Agreement), consisted of Alan Schroeder (the Inspector).

The School’s BC program has an enrolment of 12 students, in Grades 10-12. The entire School, which houses the BC program, enrolls 2,000 students.

During his visit to the School, the Inspector reviewed all standards required in the BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual and met with a representative of the School’s Owner/Operator, Offshore School Representative (OSR), BC Principal and BC teachers.

The Owner/Operator, Heilongjiang Zhongshi Group Ltd., is responsible for the BC program. It also operates the host school, Harbin Zhongshi School.

The BC program’s vision is to “form inquiring, confident and resilient learners, able to use sophisticated critical and creative thinking skills to solve the complex challenges facing themselves and the world.”
Its mission statement reads:

HZ-CIS is a private, proprietary school that delivers the British Columbia Offshore Diploma Program to students from Harbin, Heilongjiang and beyond. The school is dedicated to preparing students for university success through highly personalized instruction, focusing on both concept-based learning and the development of competencies that engage students in authentic tasks to connect learning to the real world. As an integral part of our program, we expect students to be able to use English actively as the language of instruction and learning in all curricular settings.

The Inspector would like to thank Harbin Zhongshi - Canadian International School for its warm welcome, cooperation and preparedness for the inspection visit.

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<tr>
<th>The School has satisfactorily addressed requirements contained in the previous inspection report.</th>
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Comment:
There were no requirements stated in the previous inspection report.

BUSINESS PLAN 1.0

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<th>The Owner/Operator has submitted a business plan to the BC Ministry of Education, confirming the sustainability of the program.</th>
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Comment:
The School has submitted a business plan that aims to support student success and the long-term sustainability of the BC program.

Its marketing plan, enhanced for 2019/20, includes elements such as print and radio advertising, open house events, outreach in the city and other activities to raise the profile of the School. A leading strategy ahead of the next school year will be on providing commissions to retired educators in the community to recruit students to the School. Going forward, the School looks forward to being able to promote the success of its first graduating students (June 2020) who have been receiving admission offers from top universities in BC, Canada and worldwide.

Despite its limited enrollment, the School offers a wide variety of academic and extra curricular activities for students aimed at enhancing learning opportunities for students as well as long-term student retention.
### 2.02 The Owner/Operator meets all requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (the Agreement).

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**Comment:**
The Inspector confirmed that the Owner/Operator, Heilongjiang Zhongshi Group Ltd., meets all the requirements as set forth in the Certification Agreement.

**Commendation:**
The Owner/Operator and management team are commended for their investment in School facilities and learning resources that has created a learning environment in which administration and faculty are able to focus on supporting the wellbeing and success of students.

### 2.03 The Owner/Operator has written approval from the appropriate government entity to operate the offshore school, as outlined in section 5.03 of the Agreement.

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**Comment:**
The Inspector reviewed a certificate issued by the Department of Education of Heilongjiang Province that authorizes the Harbin Zhongshi Canadian Offshore School to deliver BC courses at the high school level with a validity period until June 1, 2020.

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

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**Comment:**
The Inspector reviewed a “certificate of meeting the requirement of quality” for the School issued on April 19, 2016 by the Heilongjiang Construction of Building and City Office. It is valid indefinitely. The Inspector also reviewed a “Permit of Selling Food” issued by the Market Inspecting Bureau with validity until January 8, 2022.

The BC program is located on the sixth floor of Zhongshi School #8. The BC program space comprises five classrooms, a multi-function room, a library-resource centre and offices for the Principal, teachers and administrative assistants. Each classroom is equipped with an
interactive whiteboard, a projector, a webcam, speaker system and acoustic panels to support the School’s emphasis on oral language development.

In the host school, the BC program also has access to a computer lab, science labs and indoor and outdoor athletic facilities.

The Inspector confirmed that the School conducts emergency drills in the areas of fire, earthquake and lockdown. There are three fire drills conducted each semester, two earthquake drills in the first semester and one in the second and one lockdown drill each semester. The Inspector confirmed that School has completed two emergency drills so far this year.

The School has plans in place to support students and teachers in the event of temporary or permanent closure of the School. The plans were reviewed by the Offshore School Representative for accuracy and functionality.

2.05 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 Offshore School Representative (OSR) has served in this position since the founding of the School in 2017. He has more than ten years of experience as an educator at BC offshore schools. In addition, he has eight years of experience working in the field of international education at the post-secondary level in BC. The Inspector reviewed the list of duties of the OSR and confirmed that all the requirements related to the OSR in the Agreement are in compliance. The OSR has an enhanced level of engagement with the program.

The Inspector confirmed that the OSR is 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 operations.

The Inspector appreciated the support of the OSR in advance of and during the inspection.
2.06 The Principal meets the requirements as outlined in section 2.06 of the inspection catalogue for offshore schools.

☐ Requirement Met     ☐ Requirement Not Met

Comment:
The Principal is founding principal of the School. Prior to that, he served as principal in two other BC offshore schools and has additional experience as teacher and administrator at schools in China, Colombia and Canada. He is a strong leader and cares for the personal and professional development of his teaching faculty. He has vision for the future direction of the School and has done a good job of leading the School through the implementation of the new curriculum.

The job description is comprehensive and clear, and outlines all elements required in the agreement. While the Principal receives regular feedback from the Offshore School Representative, a formal principal evaluation has not been developed and the School is encouraged to create one.

The School has appointed a vice principal to provide additional leadership support.

Commenation:
The Principal is commended for his vision and leadership of the BC program and for creating an enabling and collaborative environment in which teachers strive to grow as professionals.

2.07 The School meets the administrative support requirements as outlined in section 2.07 of the inspection catalogue for offshore schools.

☐ Requirement Met     ☐ Requirement Not Met

Comment:
The Principal is supported by a vice principal and two bilingual BC program assistants who provide support in the areas of human resources, office administration and student recruitment and admissions. The BC program has two bilingual teaching assistants who provide push-in and pull-out support to teachers, student supervision and support communications with parents. In addition, the BC program has a full-time IT support staff and cleaner. The host school provides assistance with finance related matters.

2.08 The School meets the Student Record requirements as outlined in section 2.08 of the Inspection Catalogue for offshore schools.
**2.09-2.14 The School meets the teacher certification requirements as outlined in sections 2.09-2.14 of the inspection catalogue for offshore schools.**

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Comment:
*The Inspector confirms that all authorized persons under the Agreement possess valid and current certification under the Ministry of Education.*

The Inspector reviewed a sampling of BC certified teachers’ and administrators’ files and confirmed the presence of all necessary elements including employment agreement, work permits, BC Ministry of Education personal information consent form, Certificate of Qualification issued by the BC Teacher Certification Branch and teacher evaluation forms.

The Inspector confirmed that the School has two teachers whose Certification of Qualification applications were in progress. The Inspector verified that the School possesses letters dated November 27, 2019 and December 9, 2019 issued by the BC Ministry of Education providing temporary exemptions for the teachers. The Inspector verified that the School is supporting the teachers to ensure that all proper documentation is submitted to the BC Teacher Certification Branch in a timely manner.

For locally certified teachers, the Inspector verified local teacher certifications and criminal record checks.

When asked to describe the School’s greatest strength, most often cited by teachers was the supportive and collaborative atmosphere among teachers at the School.

**Commendation:**
The dedication, commitment and enthusiasm demonstrated by the teaching staff to grow as professionals and help students achieve success and for creating a strong, mutually supportive professional work culture.

**2.17 The School meets the requirements for curriculum implementation outlined in section 2.17 of the inspection catalogue for offshore schools.**
The Inspector confirmed that the new curriculum has been fully implemented in all classes at the Grade 10-12 levels. As the School only began operations two years ago, the Principal decided to implement the new curriculum model at that time so disruption due to transition has been minimal.

The School supports the implementation of the new curriculum through professional development provided during the orientation week prior to the beginning of the school year, full-day sessions each semester and half-day sessions on a monthly basis. As some of the School’s teachers arrived after the beginning of the school year, the Principal has been providing them individual support.

The Inspector confirmed that curriculum planning documents integrate Big Ideas, curricular competencies, core competencies, content, assessment activities and teaching strategies.

2.18 The School meets the requirements for English language assessment and acquisition as outlined in section 2.18 of the inspection catalogue for offshore schools.

The School employs the Ballard and Tighe Idea Placement Test (IPT) as its English language assessment test for admissions. It includes a written and oral component and an interview with the Principal.

English language proficiency is assessed on an ongoing basis with the IPT conducted at the end of Grade 10 and the IELTS exam conducted in the fall of each student’s Grade 11 year.

There are a variety of ways in which the School supports English language learners. Bilingual teacher assistants provide push-in and pull-out support to students identified as needing additional support. The School provides after-school support to students requiring ELL support. The School has a variety of library resources to support ELL student learning. It has a school-wide reading program. Teachers are provided with professional development in effective ELL teaching strategies. Finally, due to the School’s small class sizes, teachers are able to provide more attention to each student resulting in greater opportunity for students to develop their English ability.
### 2.19(a-e) The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 2.19 of the inspection catalogue for offshore schools.

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**Comment:**
The Inspector confirmed that the School meets the course credit requirements for equivalency, challenge, exemptions and BAA courses.

The School offers two Board/Authority Approved (BAA) courses: BC Learning Foundations 10 and BC Science Foundations 10. The School does not offer any exempted courses delivered by locally-certified teachers.

### 2.19(f-g) The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (e) of the Agreement; namely, that all BC program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.

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**Comment:**
The Inspector reviewed course yearly plans and unit plans and confirmed that they clearly reflect the curricular framework of the BC curriculum, with clear links between what the goal of the lesson was (Know, Do, Understand), what was being taught (content) and by what means (instructional strategy). Core competencies are addressed in all unit outlines and lesson plans. Competency display posters appear prominently in classrooms throughout the School.

**Commendation:**
The Inspector commends the School’s teachers for their thoughtful and thorough planning for instruction and the resourcefulness they have demonstrated in creating interesting, relevant learning experiences.

### 2.20 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 has 180 instructional days per year with 6 hours of instructional time daily for a total of 1080 hour per year, which exceeds the minimum required number of hours by 230.

2.21 The School meets the assessment methods requirements as outlined in section 2.21 of the inspection catalogue for offshore schools.

- Requirement Met
- Requirement Not Met

Comment:
The School’s philosophy toward assessment is that assessment and evaluation should guide further student learning. Given the small size of classes, assessment is highly personalized. Teachers described a variety of assessment methods, both formative and summative, that are employed in the classroom.

The School strives to ensure consistent evaluation practices by conducting professional development sessions for teachers to discuss BC performance standards. The School has also begun to develop its own performance standards and student exemplars to support consistency of evaluation in future classes and grades.

With respect to provincial assessment invigilation, the School follows Ministry of Education guidelines.

2.22 The School meets the learning resources requirements as outlined in section 2.22 of the inspection catalogue for offshore schools.

- Requirement Met
- Requirement Not Met

Comment:
Since its founding, the School has made significant investments in learning resources to enhance students’ learning opportunities. Despite its limited student enrolment, the School has a large collection of print, audio and video materials. The School also provides access to digital resources including the EBSCO database for student research. The School has a learning resources acquisition policy that contains annual commitments to grow the School’s print and digital collection.
Each classroom at the School is equipped with a smartboard. All classrooms and teaching areas at the school have Wi-Fi connectivity. The School employs a Bring Your Own Device (BYOD) policy to enable student access to a variety of digital resources.

2.23 The School meets the student progress report requirements as outlined in section 2.23 of the inspection catalogue for offshore schools.

☒ Requirement Met ☐ Requirement Not Met

Comment:
Student progress reports meet Ministry requirements. Two formal progress reports are provided to parents each semester – one mid-term and one final. Parent/teacher conferences are held after mid-term reports are issued. Progress reports are translated into Chinese to facilitate parent understanding.

The School encourages parents to be actively engaged in their children’s education and employs a variety of ways to support communication with them. Daily student planners, parent conferences, open houses, school assemblies, letters to parents, the school website and the WeChat social media platform are all methods used to engage parents in their children’s education.

2.24 The School meets the parent/student handbook requirements as outlined in section 2.24 of the inspection catalogue for offshore schools.

☒ Requirement Met ☐ Requirement Not Met

Comment:
The Inspector confirmed that the School has a comprehensive, bilingual parent/student handbook that meets Ministry requirements and has been updated for the 2019/20 school year. The Inspector confirmed that the handbook contains required elements including policies related to appeals and dispute resolution, student admission, student assessment, student conduct and student supervision.

2.25 The School meets the teacher handbook requirements as outlined in section 2.25 of the inspection catalogue for offshore schools.

☒ Requirement Met ☐ Requirement Not Met
Comment:
The School has a comprehensive staff handbook that includes content in support of teachers’ professional needs. The Inspector verified that the teacher handbook contains a detailed overview of the School’s teacher evaluation policy in which teachers are evaluated on a regular cycle by the Principal.

The Inspector verified that the School includes an acknowledgement that the Province is not party to the contract of employment between the Owner/Operator and the teacher.

2.26 The School meets the distributed learning requirements as outlined in section 18 of the Agreement and section 2.26 of the inspection catalogue for offshore schools.

☒ Requirement Met ☐ Requirement Not Met ☐ Not Applicable

Comment:
The School currently offers five courses – Anatomy and Physiology 12, Photography 12, Calculus 12, Physics 11 and Pre-calculus 12 – via distributed learning (DL) to a small number of students. The courses are delivered by the prescribed DL provider, SD73 Business Company, Global Education. For these DL courses, the School Principal serves as the onsite facilitator. He regularly communicates with the instructors on student progress.
CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Harbin Zhongshi - Canadian International School for:

- the investment by the Owner/Operator and the management team in school facilities and learning resources that has created a learning environment in which administration and faculty are able to focus on supporting the wellbeing and success of students.
- the Principal’s vision and leadership of the BC program and for creating an enabling and collaborative environment in which teachers strive to grow as professionals.
- the dedication, commitment and enthusiasm demonstrated by the teaching staff to grow as professionals and help student achieve success and for creating a strong, mutually supportive professional work culture.
- the thoughtful and thorough planning for instruction and the resourcefulness demonstrated by teachers in creating interesting, relevant learning experiences for their students.

SUMMATIVE RECOMMENDATION

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