

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA YANTAI SECONDARY SCHOOL

YANTAI, SHANDDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 20- 21, 2022

## INTRODUCTION

On October 20 and 21, 2022, a virtual inspection was completed on Canada Yantai Secondary School (CYSS) in Yantai, Shandong Province, People's Republic of China, referred to as the School in this report. The purpose of this inspection was to determine if the requirements for the British Columbia (BC) education program have been met, according to the *BC Offshore School Program Certification Agreement* (the Agreement). The inspection team (the Team), appointed by the Executive Director of the Independent Schools and International Education Branch, British Columbia Ministry of Education and Child Care (the Ministry) in accordance with the Agreement, consisted of Henry Vanderveen and Des McKay, who served as Chair for this virtual inspection.

The School's BC program has an enrolment of 55 students, in grades 10 to 12. Canada Yantai Secondary School (CYSS) is hosted on the campus of Yantai No. 1 Middle School (the host school). The entire school, which houses the BC program, enrolls 2,600 students.

During the visit to the School, the Team reviewed all standards required in the Agreement and *Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), Principal, Program Office Manager, ten randomly selected students, and the Principal of the host school.

The Owner/Operator is responsible for the BC program through his company, Canadian-Sino Education Exchange Centre (CSEEC). The Owner/Operator runs three other BC certified schools in Shandong Province. These include Canada Weifang Secondary School, Canada Qingdao Secondary School, and Canada Shandong Secondary School.

The BC program's philosophy, objectives and special features include providing educational opportunities for all students to experience success, to strive for excellence, and to appreciate



the value of learning. These opportunities will be provided in an environment characterized by care, respect, cooperation, and personal integrity.

The Team would like to thank Canada Yantai Secondary School for its hospitality, cooperation, and preparedness for the virtual inspection.

<b>The School has satisfactorily addressed requirements contained in the previous inspection report.</b>			
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input type="checkbox"/> Not Applicable
<p>Comment:</p> <p>The School had one requirement contained in the previous inspection report: “The School must ensure that a comprehensive written plan and timeline is in place for a BC certified teacher to be on the ground in Yantai, able to lead the school until such time that a qualified BC-certified Principal is in place.”</p> <p>The OSR outlined the response plan that was immediately initiated and submitted to the Ministry of Education and Child Care. Despite COVID-19 travel restrictions and quarantines, the School was able to hire a teacher who was granted a Letter of Exemption (LOE) and has since received a teaching certificate. Additionally, an office assistant, who has a degree from a Chinese university, was encouraged by the School to apply for and was granted an LOE which expires on January 22, 2023. The Teacher has submitted all required documentation to the Teacher Regulation Branch and is waiting for an opportunity to sit the written component of the International English Language Testing System (IELTS) exam. Due to COVID-19 protocols in China, no IELTS exams have been scheduled in the Yantai region.</p>			
<p>Commendation:</p> <p>The School is commended for its foresight to populate the School with staff members who have residential connections to Yantai.</p>			

## BUSINESS PLAN 1.0

<b>The Owner/Operator has submitted a business plan to the BC Ministry of Education, confirming the sustainability of the program.</b>		
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The Owner/Operator submitted a business plan to the BC Ministry of Education and Child Care confirming the sustainability of the program. The business plan projected an enrolment of 61 students for the 2022/2023 school year; however, due to continuing COVID-19 related issues</p>		



along with changing market trends and increased competition the current enrolment is 55. School enrolment has been severely impacted by the COVID-19 pandemic, geopolitical issues and restricted international travel; however, the School is encouraged by the growth in grade 10 enrolment for the current school year. The Offshore School Representative (OSR) and Owner/Operator pointed out that in spite of these challenges the School has maintained a cohort of 55 students.

The Owner Operator and OSR are very aware of the need to increase enrolment and have a strategic marketing plan involving the administration of the host school and the international marketing director. CYSS is restricted to marketing directly to Yantai No.1 Middle School and according to its license can accept only 60 new students into the program each year. However, the Principal of the host school shared with the Team that he sees great value in the BC Program and is committed to supporting CYSS. The International Director of the host school promotes CYSS to local schools and supplies them with brochures and contact information. The School's office manager and a teacher who is a resident of Yantai greet interested parents and are able to market the program from personal experiences.

As international travel becomes less restrictive the interest in attending international universities is increasing. The Owner/Operator and the OSR are hopeful that enrolment at the school will increase by 30 students a year and be operating at full capacity in the foreseeable future.

**Commendation:**

The Owner/Operator is commended for his organizational resilience and commitment to the BC Program.

## INSPECTION CATALOGUE 2.0

### 2.02 The Owner/Operator meets all requirements as set forth in the Agreement.

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team met virtually with the Owner/Operator and the Offshore School Representative (OSR) to discuss the School's business plan. It is noted that Covid-19 related issues, increased competition and changing market trends have negatively impacted the School's enrolment. Initially, parents were not accepting of remote learning, but have become more accepting of it. They appreciate being able to view real time lessons with their children. The OSR explained that an unintended consequence is that many parents have become more familiar with BC's curriculum and more appreciative of student-centered instruction and learning. The hope is that their informed understanding of the BC program will make them stronger ambassadors for CYSS.



The Owner/Operator and OSR have a clear understanding of the highly competitive international school market; however, they are confident that the School will continue to grow because of their focus on student success and the international recognition of the BC program.

The Owner/Operator meets all the requirements set forth in the Agreement.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team confirmed that the Owner/Operator has written approval on file from the Office Director, Shandong Yantai Education Bureau granting approval for CSEEC to operate a school with the Yantai No. 1 Middle School as outlined in section 5.03 of the Agreement. The School produced an official certificate of renewal that is in English and Chinese.

**2.04-2.05 The School meets building inspection/safety, food preparation/cafeteria and fire safety codes and regulations. The facilities are deemed to be suitable to support the BC program.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School has plans in place for an unplanned temporary emergency or permanent closure of the School as well as COVID-19 safety protocols. The Offshore School Representative (OSR) confirmed that he has reviewed all the plans for accuracy and functionality.

The following safety certificates/documents were reviewed and confirmed by the Team:

1. School Building and Dormitory Safety Inspection Catalogue.
2. Catering License.
3. School Emergency Plan.

The Team reviewed the School's emergency plans and an additional comprehensive Pandemic Preparedness and Response Plan which follows the regulations established by the local Education Bureau and Health Authority.

The plans are clearly laid out in the staff and student/parent handbooks.



### EDUCATION COVID-19 PROTOCOLS

In the event of a COVID-19-related lockdown, the School has protocols in place to transition to a remote teaching environment using Teams digital platform. Staff have had to make this transition because of COVID-19 lockdowns, therefore, they are very familiar with the virtual environment. Staff and students have been in serviced on the use of Microsoft Teams and its many teaching/learning features.

### SAFETY COVID-19 PROTOCOLS

The School has instituted strict COVID-19 safety response protocols based on Chinese government agencies and the Yantai Education Bureau. These protocols include:

- Every two days an outside hospital company tests all students and staff at CYSS.
- Should a student or staff member scan positive for COVID-19 all the QR codes of students and staff at the school will automatically turn “yellow” if moderate risk and “red” if high risk.
- A “yellow” or “red” QR code scan severely restricts movement. To enter stores or malls, QR testing is mandatory and must show the individual has been COVID-19 clear for the past seven days.
- If there is an outbreak in the city, QR code scanning will become mandatory for everyone entering the campus.
- Intermittent QR code scanning is conducted on a regular basis as an additional precaution.

The Team confirmed that the School has scheduled fire and earthquake drills each semester, and wayfinding signage is posted in classrooms indicating what to do and where to go in the event of an emergency evacuation.

The Team confirms that the emergency planning document and the additional pandemic plan deal with any event that would cause an unplanned temporary or permanent closure of the School.

The emergency response and COVID-19 plans have been vetted by the OSR for accuracy and functionality.

#### Commendation:

The School is commended for its emergency response planning.



**2.06 Offshore School Representative (OSR) - The Owner/Operator must appoint an individual to act as an OSR. This individual must be confirmed by the Province and must meet all the requirements set out in section 14 of the Agreement.**

Requirement Met                       Requirement Partially Met                       Requirement Not Met

**Comment:**

The Offshore School Representative (OSR) is a veteran educator whose career spans both the BC public school and offshore school systems. The OSR was personally involved in the inspection of CYSS, and works closely with the Owner/Operator, administration and staff. This was evident in conversations with the Principal, school staff and in meetings with the Owner/Operator.

The OSR confirmed he 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.

**Commendation:**

The OSR is commended for the close working relationship he has with the School and the Owner/Operator.

The OSR is commended for his involvement in this inspection and for making himself available to the Team.

**2.07 The Principal meets the requirements as outlined in section 2.07 of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met                       Requirement Not Met

**Comment:**

The Principal has a Bachelor of Education, a Post Graduate Diploma and a Master of Education from Queen's University, a Principal Qualification Certificate Part 1 from the Ontario Principal Council and Principal Qualification Certificate Part II from Lakehead University.

The Principal has been an educator in China for the past ten years, and since March 2021 has served as a vice principal, principal, and is now in his first year as Principal at CYSS. The Team appreciated his candor and honesty when discussing the challenges facing the School this 2022/2023 school year. He has identified improving student literacy, increasing enrolment and staff professional development as the three major areas of focus for the 2022/2023 school year.



The School has had three principals in as many years and a very high rate of staff turnover. A major challenge facing the School is mentoring a staff that has no experience with BC's curriculum. The Principal has initiated a monthly in-service focusing on assessment practices, but COVID-19 testing and quarantining protocols are regular interruptions.

The Principal meets the requirements as outlined in section 2.06 of the Annual Report for offshore schools.

**Commendation:**

The Principal is commended for his commitment to improving student literacy and providing regular in service to staff.

The Principal is commended for the time and preparation he put into preparing for this inspection under very challenging circumstances.

**2.08 The School meets the administrative support requirements as outlined in section 2.08 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School meets the administrative support requirements as outlined in section 2.08 of the Annual Report.

The Administrative Assistant, who has been in her position since 2021, manages the administration of the School. Her responsibilities include all data submissions to the Ministry, school recruitment activities, student admissions, and maintaining student and teacher records. She plays a lead role in marketing the School with the Owner/Operator, Offshore School Representative (OSR) and Principal, and assists teachers with finding housing and serving as a translator. With the high turnover of administration and staff she is an invaluable source of continuity for the School. However, she has been working remotely since September and will go on maternity leave in December. While she provides support remotely, the School and the Principal, who teaches 50 per cent of the time, would benefit greatly by having someone on site to perform the duties and functions of an office manager.

**Commendation:**

The Administrative Assistant is commended for her dedication and tireless service to the staff and students of CYSS.



**2.09 The School meets the Student Record requirements as outlined in section 2.09 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team submitted a list of 15 randomly selected students from grades 10 to 12 to the Principal. An examination of all 15 files confirmed that all the documents required in section 2.08 of the Annual Report were included.

**2.10-2.18 The School meets the teacher certification requirements as outlined in sections 2.10-2.18 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team reviewed every teacher's file and teaching assignment. Each file was checked to include the following items: teacher certification or Letter of Exemption (LOE), teacher contract, teacher evaluations, personal consent form, teacher emergency contact information, and work permit and visa.

One teacher with an LOE has submitted all required documentation to the Teacher Regulation Branch (TRB), but is waiting to sit the written component of the IELTS. Due to COVID-19 protocols in China, there have been no scheduled IELTS exams in the Yantai region.

The School also presented the required documentation for two locally certified teachers with Chinese university degrees along with criminal record checks (translated into English) from the Xinglong Street Police Station.

**The Team confirms that all authorized persons under the Agreement possess valid and current certification under the Ministry of Education and Child Care.**

**2.19 The School meets the requirements for curriculum implementation outlined in section 2.19 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

Prior to the inspection, the School provided sample overviews and unit plans for each grade in the Graduation Program for the Team to review.



Curriculum planning documentation and teacher professional development as well as support for teachers were reviewed during teacher video conferences. The Team conducted a thorough review of the curriculum planning documents, student work samples and assessment procedures.

The Team noted that several of the course outlines and unit plans demonstrated evidence of implementation compliance of BC's curriculum in some courses.

All of the teachers were available for interviews, which focused on both planning and implementation. The Team was able to confirm that required elements of BC's curriculum; Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment are all evident in some planning and teaching practice. This is not the case with all courses offered in the School, however.

The Team concludes that BC's curriculum is not yet fully implemented in the school.

Planned professional development activities this year will emphasize classroom practices that reflect implementation of BC's curriculum.

**Commendation:**

The School is commended for demonstrating that several courses in its educational program implement required elements of BC's curriculum.

**Requirement:**

The School is required to fully implement BC's curriculum, with all required elements (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) in every course offered at the School.

The School is required to submit a detailed plan for implementing BC's curriculum in all courses at CYSS along with evidence the plan is being actioned to the Director, International Education by February 8, 2023.



**2.20 The School meets the requirements for English language assessment and acquisition as outlined in section 2.20 of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met       Requirement Not Met

**Comment:**

The BC Principal is responsible for assessing each student prior to admission to the program to ensure that the student's level of English language proficiency is such that the student can be successful in the program. Applicants are required to complete an English assessment consisting of reading, writing, speaking and listening components. The assessment occurs under the direct supervision of the Principal.

Recently the School has adopted a new literacy program, Read Theory, designed specifically to boost reading comprehension. English Language Learner (ELL) instructions practices are reviewed at staff meetings.

The Inspection Team was also able to interview several students from each of the three grades. Students were able to comprehend questions asked of them and respond appropriately.

**2.21(a-e) The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 2.21 (a-e) of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met       Requirement Not Met

**Comment:**

The School has an Equivalency and Challenge Policy that is in compliance with Ministry policy.

The School offers one Board/Authority Authorized (BAA) course: Interpersonal Skills 12. Mandarin 10, 11, and 12 are taught by a locally certified teacher.



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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team was able to review samples of course overviews and unit plans developed by the teachers to guide instruction and learning opportunities throughout the school year.

Some of the teachers are intent on developing their plans according to BC's curriculum guidelines and following the plans authentically; ensuring that there are obvious connections among course overviews, unit plans, daily lesson plans and classroom practices. However, the Team noted inconsistencies in the curriculum documentation.

Some of the overviews, unit plans and lesson plans include the required Learning Standards (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment), but others do not.

**Commendation:**

The School is commended for demonstrating that planning documents in several courses reflect all of the learning standards in the BC Program.

**Requirement:**

The School is required to include all required elements (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) into planning documents for every course.

The School is required to submit evidence that planning documents for all courses offered at CYSS include all the required elements of the BC's Curriculum (i.e., Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) to the Director, International Education by February 8, 2023



**2.22 The School meets the instructional time allotment requirements as outlined in section 2.22 of the Annual Report 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 Partially Met       Requirement Not Met

Comment:

The Team confirms that instructional time in the School is 280 minutes per day and there are 190 days in the school year. Instructional time, excluding Mandarin instruction, totals 887 hours, which meets the requirement of a minimum of 850 instructional hours, as outlined in section 2.22 of the Annual Report for offshore schools.

**2.23 The School meets the assessment methods requirements as outlined in section 2.23 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

Comment:

Professional development activities so far this year have focused on assessment, providing teachers with a framework for student assessment that includes assessment *as* learning, assessment *for* learning and assessment *of* learning.

Some of the teachers are using a variety of assessment instruments to determine student progress. The Team was able to review several rubrics created by the teachers. Pre-assessment strategies, quizzes and unit tests, and student self-assessment and practices are also used.

The Team verified that grade 10 students will be writing the grade 10 Numeracy and Literacy Assessment and that the grade 12 students will be writing the grade 12 Literacy Assessment.

The School meets the assessment methods requirements as outlined in section 2.23 of the Annual Report for offshore schools.



**2.24 The School meets the learning resources requirements as outlined in section 2.24 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School has a library of print materials; fiction and non-fiction titles to support English and Social Studies classes. The internet is widely used, particularly for research and student presentations.

Students are able to access two computer labs and 20 tablets. Technology is used as a teaching and learning resource throughout the curriculum.

There is currently an initiative among CSEEC schools to provide digital resources for all four schools to access.

**2.25 The School meets the student progress report requirements as outlined in section 2.25 of the Annual Report for offshore schools.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

Teachers hold individual parent/student/teacher meetings once per semester. WeChat, an online communication tool, has been the primary means of informal communication with parents about student progress, but Microsoft Teams and email are now used more regularly.

Two formal progress reports are issued per semester: one mid-term and another at the end of semester. Formal 3-way meetings are scheduled for each mid-term. The School's open-door policy encourages parents and teachers to request meetings about student progress at any time.

Report cards follow a standard format and use generic comments that are translated to Chinese.

The School meets the student progress report requirements.



**2.26 The School meets the parent/student handbook requirements as outlined in section 2.26 of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met                       Requirement Not Met

**Comment:**

The Team reviewed the School's updated 2022/23 parent/student handbook which is published in English and Chinese. It includes information about BC's curriculum framework and its underpinning philosophy. The handbook is a valuable source of information about the philosophy, policies and procedures of the School.

**2.27 The School meets the teacher handbook requirements as outlined in section 2.27 of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met                       Requirement Not Met

**Comment:**

The teacher handbook has been updated for the 2022/23 school year. It contains information regarding the School, its operations, policies and procedures, and is a good resource for all teachers, particularly those new to CYSS. The handbook contains the disclaimer acknowledging "that the Province of British Columbia is not party to the contract of employment between the Owner/Operator and the teacher, and the Province of British Columbia is not liable in any event, instance or circumstances."

**2.28 The School meets the Online Learning requirements (formerly Distributed Learning) as outlined in section 18 of the Agreement and section 2.28 of the Annual Report for offshore schools.**

Requirement Met                       Requirement Partially Met                       Requirement Not Met                       Not Applicable

**Comment:**

Students have the option of enrolling in online courses not offered by the School. Currently three students are enrolled in online courses through the SD73 Global Education Business Company. The Principal is responsible for overseeing students enrolled in online courses. He makes himself available to assist students with teacher communication, academic support, and invigilate tests and quizzes as needed. Currently only one student is taking a course through Global Education.



**2.29 The School meets the requirements for offering Remote Instruction under the BC Offshore School Remote Instruction Policy and as outlined in section 2.29 of the Annual Report for offshore schools.**

<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
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The School is not offering Remote Instruction courses at this time.

## CONCLUSION

### Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal, staff and Offshore School Representative (OSR) of Canada Yantai Secondary School for:

- its foresight to populate the School with staff members who have residential connections to Yantai.
- organizational resilience and commitment to the BC Program.
- its emergency response planning.
- the close working relationship with the School and the Owner/Operator.
- the involvement in this inspection and for making being available to the Team.
- the commitment to improving student literacy and providing regular in-service to staff.
- the time and preparation put into preparing for this inspection under very challenging circumstances.
- the dedication and tireless service of the Administrative Assistant at CYSS.
- demonstrating that several courses in its educational program implement required elements of the BC Program.
- demonstrating that planning documents in several courses reflect all of the Learning Standards in the BC Program.

### Requirements

In order to meet the requirements of the *BC Offshore School Program Certification Agreement*, the Team requires that by February 8, 2023, the Owner/Operator provide the Executive Director of the Independent Schools and International Education Branch, responsible for the BC Offshore School Program, with a plan and timeline for proposed implementation of the following items:

- The School is required to fully implement BC's curriculum, with all required elements (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of



Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) in every course offered at the School.

- The School must submit a detailed plan for implementing BC's curriculum in all courses at CYSS along with evidence the plan is being actioned to the Director, International Education by February 8, 2023.
- The School is required to include all required elements (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) into planning documents for every course.
- The School must submit evidence that planning documents for all courses offered at CYSS include all the required elements of BC's (Big Ideas, Curricular Competencies, diversity and inclusion, First Peoples Principles of Learning, Core Competencies, formative and summative assessment strategies, and student self-assessment) to the Director, International Education by February 8, 2023.

### **SUMMATIVE RECOMMENDATION**

**The Offshore Inspection Team recommends to the Executive Director of the Independent Schools and International Education Branch that, contingent on responding to the above requirements to the satisfaction of the Executive Director, the British Columbia education program offered at Canada Yantai Secondary School *continues to* be recognized as a British Columbia-certified school.**

