

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA SHANDONG SECONDARY SCHOOL

TAI'AN, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 28-29, 2020

## INTRODUCTION

On October 28-29, 2020, an online certification inspection was completed on Canada Shandong Secondary School (CSSS) in Tai'an, Shandong Province, People's Republic of 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 (the 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 Collette Ellis-Toddington and Dr. David Loewen (chair).

The School's BC program has an enrolment of 122 students, in grades 10-12. The BC program is housed within Taishan High School of Shandong Province which is a kindergarten to grade 12 public school. The entire school, which houses the BC program, enrolls over 6000 students and is well-regarded in the Tai'an area.

During their online inspection of the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), BC Principal, BC teachers, students in the BC program, and the principal of the host school.

The Owner/Operator of Canadian-Sino Education Exchange Centre (CSEEC), Mr. John Zhu, is responsible for the BC program. Canada Shandong Secondary School is one of four CSEEC schools in China offering the BC program. Other than the relationship between these three other schools there are no other connecting programs or relationships with CSEEC.



The BC program’s philosophy, objectives and special features include:

We strive to teach the redesigned Canadian curriculum from BC with sensitivity to Chinese culture and equip our students to have success in post-secondary education abroad.

Mission statement and statement of purpose:

At CSSS we are dedicated to preparing our students for success in a rapidly changing world by providing a supportive English learning environment that recognizes and respect individual difference, encourages students to challenge personal limits and promotes excellence.

At Canada Shandong Secondary School, we will:

- 1) set clear expectations with natural consequences for choices made (accountability)
- 2) provide a safe and comfortable learning environment
- 3) encourage tolerance and diversity by respecting individual differences
- 4) model good citizenship and leadership
- 5) help students set and achieve attainable goals, along with systems to achieve those goals
- 6) teach knowledge and skills

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

<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 Offshore School Representative in consultation with the Principal of the School will develop policies for principal and vice principal evaluations”</p> <p>The Team was provided with a copy of the administrator evaluation policy and accompanying documents.</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 has, in fulfillment of section 1 of the inspection catalogue, completed a business plan and submitted it to the Ministry of Education. The plan documents goals to</p>		



continue to market the School via various means (open houses, social media, recruitment fairs, recruitment visits to nearby feeder schools, and online advertising) and comments on how well the school pivoted to an online learning platform in response to the COVID-19 pandemic.

The School has two goals for the 2020/2021 school year: 1) the implementation of a new literacy program, and 2) the use of the BC Literacy and Numeracy assessments to help guide and inform teaching practices.

The School has a potential capacity of 180 students and continues to promote itself towards growing into that capacity. It is heartening to learn that the Owner/Operator and the host school have a long-term plan to move the BC program to a larger, updated facility within the same campus.

## INSPECTION CATALOGUE 2.0

### 2.02 The Owner/Operator meets all requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (the Agreement).

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

#### Comment:

The Owner/Operator meets all requirements as set forth in the BC Global Education Program Offshore Schools Certificate Agreement. The Team observed that the Owner/Operator, Mr. John Zhu, continues to be involved in supporting the success of the BC program and was present during both days of the inspection process.

#### Commendation:

The Owner/Operator is to be commended for his high level of engagement in the inspection process and for his comprehensive knowledge of the School and its operations.

The Owner/Operator is commended for providing free housing for all BC program staff during the travel restrictions of the 2020 summer break as well as a cash payment in lieu of the contractually agreed upon flight home for each BC program staff member.



**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.**

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

The Team confirms that 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.

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

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

The Team reviewed translated copies of building, safety, and cafeteria inspections. All reports indicate that the School is in compliance with local regulations and authorities, and facilities are suitable to support the BC program.

The current facility has ample space for the BC program and there is a capacity for growth. The Team reviewed the School's updated emergency plans for the 2020/2021 school year and found evidence that there are policies and procedures in place in the case of any event that would cause an unplanned temporary or permanent closure of the School. This section of the policy was created by the OSR.

The Team observed evidence of regularly scheduled fire and earthquake drills and thorough school evacuation plans.

In discussion with the Owner/Operator, the OSR and the Principal, the Team observed that the School implemented thorough health and safety protocols due to the COVID-19 pandemic and are proud of how they transitioned to online learning and then back to in-person learning with safety protocols in place. These were also documented in the School's emergency plans and include multiple documented temperature checks throughout the day.



**2.06 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 Partially Met

Requirement Not Met

**Comment:**

The Owner/Operator has appointed Mr. Rodger Lindstrom as the Offshore School Representative for the School. Mr. Lindstrom has been confirmed by the Province and meets all of the requirements set out in section 14 of the Agreement. He is aware of his obligations to report critical information relating to changes in the operation of the School or ownership structure that could significantly impact the School's operations. Mr. Lindstrom has been functioning in the role of OSR for CSEEC for over 11 years and has a strong relationship with the Owner/Operator, Mr. John Zhu.

**Commendation:**

The OSR is commended for sustaining a positive, long term and supportive relationship with the Owner/Operator therefore providing stability and continuity to the BC program.

**2.07 The Principal meets the requirements as outlined in section 2.06 of the inspection catalogue for offshore schools.**

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The Principal is in his first year of leadership at Canada Shandong Secondary School and has over five year's experience in the CSEEC offshore school program system teaching a wide variety of subjects over that time. This is his second full year of employment specifically at Canada Shandong Secondary School. Last school year he served as the vice principal. The Principal is a BC-trained and BC-certified teacher and is responsible for the duties outlined in Schedule B Part III of the Agreement.

The Principal's job description is detailed and outlines all elements as required by the Agreement.

The Principal is supported by a full-time administrative assistant.

**Commendation:**

The Team commends the Principal, in his first year, for effectively transitioning the school to an effective learning environment amidst COVID-19 protocols, staff turnover, and multiple teachers conducting classes online from out of the country.



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

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

The School employs a number of personnel to provide various levels of administrative, cleaning and security support to operate the school including a full-time administrative assistant who also manages the school office and provides support for BC program teachers. The OSR and Owner/Operator are exploring the possibility of adding a vice principal position to the BC program. The School meets the administrative support requirements as outlined in section 2.08 of the inspection catalogue for offshore schools.

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

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

The Team reviewed sample student records to confirm each file contains a Permanent Student Record (PSR) card showing the Personal Education Number (PEN), school and attendance record and historical achievement records by grade/year. The files also contain student report cards and English language assessment, as well as Chinese policies and letters.

The Team was also able to confirm that the student and parent consent forms have been updated based on ministry guidelines for the 2020/2021 school year.

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

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

The Team received a Certificate Verification Response File from the Teacher Certification Branch (TCB) dated September 10, 2020. In addition, the Team was able to examine approved Letters of Exemption from the Ministry of Education dated August 31, 2020 (x2), September 8, 2020, October 8, 2020, and October 26, 2020. One current teacher is practicing under a Letter of Exemption that expires October 31, 2020. The Team was able to confirm that teacher will not longer be teaching after October 31, 2020 and the School has already filled that position with a new applicant who has TCB Certification.



The Team observed that two of the School's teachers are currently teaching from out of the country (South Korea and Ontario, Canada) due to COVID-19 travel and visa application delays. Both of these teachers hope to be on site by December 2020.

The Team noted that both the Principal and OSR are working collaboratively to support those teachers with a Letter of Exemption in the process of acquiring longer term certification.

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

The Team viewed documents that confirm that all locally certified teachers have the appropriate documentation as required in the Agreement.

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

Requirement  
Met

Requirement  
Partially Met

Requirement  
Not Met

**Comment:**

Evidence that the School has implemented the new curriculum for grades 10, 11 and 12 appeared through review of course outlines, unit plans, lesson plans and conversations with the teachers. Big ideas, core competencies and curriculum competencies are addressed in the planning documents of all courses. First Peoples Principles of Learning was evident in course overviews and lesson plans. The staff is developing strategies to increase leadership and real-world problem-solving opportunities for the students. Students organizing school wide activities is an example of this undertaking. Time during each staff meeting is dedicated to ongoing implementation of various aspects of the curriculum such as assessment strategies. The teachers indicated that the principal has been an excellent support as they adapt to BC's curriculum.

**Commendation:**

The staff is to be commended for their commitment to embracing the BC curriculum and adjusting their instruction and assessments to meet student needs.



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

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The Team examined the English language entrance assessment. It includes listening, vocabulary, grammar, reading comprehension, writing, and an oral interview component. The Principal makes the decisions regarding admission. 70 – 80% of students writing the entrance assessment are accepted.

The School supports student language acquisition through offering English courses in a linear manner in grades 10 and 11. ESL 10 and Drama 10 are offered to increase student opportunities to practice spoken communication. There is an English-only policy during class time. Word walls on display in the hallways include five key words from each subject each week. Specific literacy skill activities are designated during homework time in the evenings. The activities are then discussed the following day during class time.

The School uses quarterly reported marks in all English classes to measure English Language proficiency. A school goal for 2020 is to implement common ESL strategies across all subjects and grade levels.

**Commendation:**

The staff is to be commended for their commitment to improving student language skills through varied school wide collaborative strategies such as the subject wide word wall and the intentional follow-up to nightly ESL assignments.

**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 inspection catalogue for offshore schools.**

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The School meets the course credit requirements and maintains records in compliance with the International Student Graduation Credit Policy. The BAA course offered at the School is ESL 10 and has Ministry approval. Mandarin 10, 11 and 12 are taught by locally certified teachers. Physical Health Education 10 is co-taught by a BC-certified teacher and a locally certified teacher. Letters granting exemption for local teachers to teach these subjects are on file.



**2.21(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.**

Requirement Met

Requirement Partially Met

Requirement Not Met

Comment:

The Team confirms that planning documents meet the learning outcomes/standards identified in the BC Ministry of Education Program Guides. Each course has an overview and unit plans that include content, teaching strategies, assessment and evaluation methods that are linked to the BC learning standards. Planning documents also show evidence of individual teachers experimenting with different approaches which reflect their own pedagogical philosophy and practices. Practices such as technology use, active learning, group work, peer and self-evaluation and project work were identified in the planning documents.

**2.22 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 Partially Met

Requirement Not Met

Comment:

The Team confirms that the School exceeds the required instructional hours of 850 hours. There are 185 days in session with 5 hours per day for a total of 925 hours of instruction. The School operates on a combined semester/linear timetable that provides for year-long English classes in grades 10 and 11.

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

Requirement Met

Requirement Partially Met

Requirement Not Met

Comment:

Assessment policies are laid out in the teacher handbook and are evident in the course planning documents. The teaching staff indicated that assessment methods are discussed during weekly staff meetings. Assessment methods include but are not limited to observation, student self-reflection, peer assessment, holistic rubrics, oral and written reports. Subject unit plans indicate use of formative and summative assessments at



appropriate times. The staff is encouraged to use grade 10 Reading and Writing Performance Standards to ensure assessment is in agreement with BC norms. The Principal monitors and mentors assessment practices through review of weekly lesson plans.

The Principal monitors any provincial assessments. The security software is installed on the computers used and a computer technician is readily available to solve technical issues during exam periods. Provincial assessments were not written last June due to the pandemic so they could not be reviewed.

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

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The School has a library housing a small pod of computers, a modest collection of print: fiction, non-fiction titles and class sets of novels. The library provides independent reading material for student use during evening study time. Classes use the library for research (print and internet); teachers may conduct book talks and writers' workshops.

A number of high interest/low vocabulary books have been purchased this fall with an intent to add two to three hundred new titles.

The School has 2 computer labs with 30 and 50 computers and is used for writing, research and computer studies. Each classroom has a Smart Board/computer or projector/computer unit. Teachers also have personal laptops. The internet bandwidth is 100 Mbps. Technology resources are deemed sufficient at this time. Technology replacement and new acquisitions are at the prerogative of the host school.

The School has enough textbooks for most courses. The textbooks are being replaced as they become dated. The resource center is well equipped with literacy-based workbooks, handouts and books. These are being used as resources for the development of the Literacy Program. Teachers use the internet extensively to supplement their teaching and resource material.

The host school and the Chinese province have a policy of no personal laptops or phones allowed during school time. Special permission for use is granted to the grade 12 students.



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

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The Team reviewed a sampling of report cards from the previous year. The School uses the TESS student information system. The Team noted that report cards have all facets required.

The content of a sampling of report card comments was reviewed. The Team noted the anecdotal comments should be more meaningful, more prescriptive, and more specific in terms of what a student is able to do and in what areas they need to improve.

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

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The Team reviewed the School's updated 2020/2021 parent/student handbook. It contains helpful information for students and parents on topics including school organization, assessment and evaluation, policies, graduation requirements, schedules and routines, and student conduct. It is relevant and informative.

The handbook has also been translated into Mandarin.

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

Requirement Met

Requirement Partially Met

Requirement Not Met

**Comment:**

The Team reviewed the School's updated 2020/2021 staff handbook. It is a 62-page document that contains detailed information to enable teachers to be successful in their roles within the BC program and functioning in Chinese society. The handbook contains specific information in the areas of the School's mission and philosophy, the unique teaching environment of an offshore program in China, professional responsibilities, school organization, assessment and evaluation, school routines and procedures, as well as various appendices that include sample report cards, teacher observation forms, accident report forms, staff complaint resolution process, and the Province of BC disclaimer.



**Commendation:**

The School is commended for the development of a clear, extensive, and informative staff handbook.

**2.28 The School meets the distributed learning requirements as outlined in section 18 of the Agreement and section 2.28 of the inspection catalogue for offshore schools.**

<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input type="checkbox"/> Not Applicable
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**Comment:**

27 students are presently registered in distributed learning (DL) courses offered by Global Education (School District 73 Business Company). The courses that are being taken are: Pre-Calculus 10, Spoken Language 10, Composition 10 and Science 10. The students are all in grade 12 and are upgrading their grades to meet Graduation Requirements. The Principal and subject teachers are on-site facilitators for the students. Students use the computer lab at the school to complete their DL assignments. DL courses are offered to any student wishing to upgrade a final grade previously attained.

Equivalency documentation for each of the four courses is on file at the School.

## CONCLUSION

### Commendations

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

- the Owner/Operator's high level of engagement in the inspection process and for his comprehensive knowledge of the School and its operations.
- the Owner/Operator providing free housing for all BC program staff during the travel restrictions of the 2020 summer break as well as a cash payment in lieu of the contractually agreed-upon flight home for each BC program staff member.
- the OSR sustaining a positive, long term and supportive relationship with the Owner/Operator therefore providing stability and continuity to the BC program.
- the Principal, in his first year, effectively transitioning the School to an effective learning environment amidst COVID-19 protocols, staff turnover, and multiple teachers conducting classes online from out of the country.
- the staff's commitment to embracing the BC curriculum and adjusting their instruction and assessment to meet student needs.



- the staff's commitment to improving student language skills through varied school wide collaborative strategies such as the subject wide word wall and the intentional follow-up to nightly ESL assignments.
- the development of a clear, extensive, and informative staff handbook.

### **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 Canada Shandong Secondary School continues to be recognized as a British Columbia-certified school.**

