

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA SHANDONG SECONDARY SCHOOL

TAI'AN, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 19 - 20, 2016

INTRODUCTION

On October 19-20, 2016, a Certification Inspection was completed on Canada Shandong Secondary School (CSSS) in Tai'an, Shandong, People's Republic of China termed 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 Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Mr. Doug Lauson and Mr. Brian Jonker. Mr. Lauson served as the Chair of the Team.

The School's B.C. Program has an enrolment of 143 students, in Grades 10 - 12. The B.C. program is located within the campus of Taishan Middle School, a Chinese public school that is well known for its strong programs in Physical Education, Fine Arts and its Air Hostess training program. The entire school, which houses the B.C. Program, enrolls up to 8,000 students.

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), B.C. Principal and B.C. teachers. The Team also met with the Principal and International Director of Taishan Middle School.

The Owner/Operator, Mr. John Zhu, representing Canadian-Sino Education Exchange Centre (CSEEC), is responsible for the B.C. Program. Mr. Zhu operates three other B.C offshore schools in Shandong Province: Canada Weifang Secondary School, Canada Yantai Secondary School and Canada Qingdao Secondary School.



The B.C. Program's philosophy, objectives and special features include preparing its students for success in a rapidly changing world by providing a supportive English environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence.

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

The School has satisfactorily addressed requirements contained in the previous inspection report.
<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met <input type="checkbox"/> Not Applicable
<p>Comment:</p> <p>The previous inspection report (November 2015) contained three requirements:</p> <ol style="list-style-type: none"> 1. That the School is required to admit students only on the permission of the B.C. Principal. This requirement has been met and the admissions process amended to reflect the authority of the Principal to be the final decision-maker in the acceptance of new students. 2. Develop a comprehensive plan for the further growth and use of the library. The Team observed that the library is continuing to be developed with the addition of new print materials, which arrived just prior to the Team's visit. The addition of computers and e-readers is in process. 3. The School must meet the student progress report requirements. Daily Physical Activity (DPA) is now reported on every student's report card, each term.
<p>Commendation:</p> <p>The School is to be commended on its progress in meeting the three requirements of the previous report.</p>

BUSINESS PLAN

The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the Program.
<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The School submitted the Business Plan to the MoE as part of the 2016 Annual Report. It describes a plan to expand the enrollment by 60 students per year, at the Grade 10 level. The longer term goal is to enroll 90 Grade 10 students per year. Marketing the School includes several strategies including local media (newspapers, TV stations, school video) and a recruiting booth at the main gate of the Chinese school.</p>



To counter the difficulty of teacher retention, the School offers competitive salaries with bonuses for early renewal of teaching contracts. The current Principal plans to stay at the School for more than two years, which will add stability to the School's administration and leadership.

The School sent 31 students to Coquitlam SD 43 for a summer non-credit ESL program to help them in their English language acquisition.

Last year, the School placed 39 (98%) of its graduates in western post-secondary institutions – 36 in Canada and 3 in the US/Australia.

Commendation:

The Business Plan outlines thoughtful strategies to ensure the School's sustainability and success.

**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:

The Owner/Operator has been operating schools under the B.C. Program for several years and has satisfied the Ministry of Education's requirements as stated in the Agreement.

Commendation:

The Owner/Operator, Mr. John Zhu, is to be commended for his support of the B.C. Program that is offered in his schools. His presence during the annual or biennial inspections is indicative of the support he gives to the program and the staff.

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:

The B.C. Program is located on the 3rd and 4th floors of the Yi Zhi building on the campus of the larger Chinese host school. Its facilities include 6 classrooms, 2 computer labs, drama room, library, teacher's staffroom, textbook room, meeting room and administrative offices. CSSS has



access to the host school's science labs and fields.

The host school is responsible for the maintenance of the building. The Team confirms the teaching buildings and dormitories meet the local safety code (Safety Evaluation Report - October 14, 2009). 16% of the students are boarders, supervised by the Chinese homeroom teachers. The catering license issued by the Taian Food and Drug Administration is valid to May 10, 2018.

Regular fire and safety drills are conducted and there is access to a medical clinic on the campus of the host school.

ADMINISTRATION 3.0

3.2 Offshore School Representative (OSR) - The Owner/Operator may 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 School has appointed Mr. Roger Lindstrom as the Offshore School Representative. Mr. Lindstrom has been the OSR since the School began and he also acts as OSR for other B.C. offshore schools in China and Thailand. His job description meets the requirements of the Agreement and he works well with the School and the Owner/Operator. Mr. Lindstrom's responsibilities include being the liaison with the MoE, handling disputes and complaints and ensuring that all requirements and reporting meet MoE standards.

3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Principal, Mr. Dan Ritco, is new to the School this year. He is enthusiastic, energetic and passionate about his job as leader of the School. Although new to the B.C. Program, he is working hard to familiarize himself with its philosophy and context. He brings with him a wealth of experience from international schools in Greece and Taiwan and, most recently, Yukon Territory.

The Principal's job description meets the requirements of the MoE in terms of responsibilities for the educational program and local administration of the School, including the admission of students.



3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Principal is supported by a full-time teaching Vice-Principal, who has specific responsibilities in reporting, committees, mentorship and other collaborative areas of the school administration. The Vice-Principal has an 80% teaching load and a 20% administrative function. The Principal is also supported by an office administrative assistant who has experience in the B.C. Program and is therefore invaluable to maintaining the school records of admissions, student records and general support of the B.C. teaching staff. A second administrative support person is in training.

3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

School records are maintained on the Windsor/TESS school administration system. The Team examined the database and confirms that the data are accurately recorded and used for reporting.

Student records are kept in the office in the form of grade-divided binders, each containing hard copies of the student's registration form, PSR (1704), personal consent form, entrance exam results and copies of the last two report cards.

The Team examined the data recorded in both the software database and hard copy information in the student files and confirms that they meet the requirements of the Agreement.

Commendation:

The student records and use of the school administration software are very well organized and kept.



3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team examined the teacher files and confirms that they contain the required documents including copies of the TRB Certificate of Qualifications, contracts, personal consent forms and resumes. The Principal will be conducting teacher evaluations. As all teachers, except one, are new to the School this year, there was no evidence in their files of previous evaluations.

The teacher contract is an extensive personal services document that outlines all the requirements as stated in Section 3.6.5 of the Inspection Catalogue.

The Team confirms that all Authorized Persons, except one, under The Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

CSSS is currently offering the traditional 2004 Graduation Program curriculum.

Because almost all the teaching staff, including the Principal and Vice-Principal, are new to the School, there has been little done to experiment with the redesigned curriculum. However, in visiting classes, the Team observed some creative teaching that utilized some of the teaching strategies recommended in the redesigned curriculum.

Discussions with the administration indicate that there will be a focus in professional development sessions on the curriculum, assessments, reporting and graduation program.

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 English Language Assessment consists of five sections: Listening, Vocabulary, Grammar,



Reading and Writing. In addition, there is an interview that helps assess the applicant's comprehension and speaking skills through ten questions that are scored on a 1-10 scale. Students are assessed with the rubrics of "somewhat meets", "meets" and "exceeds expectations".

Students who do not pass are not accepted, unless their scores are close enough that they are accepted on a conditional basis (they must upgrade their skills and meet the English requirement upon retesting).

To assist them, new students are required to study ESL 10 (a BAA course) in first semester and then attempt English 10 in the second semester. Students in Grade 11 may take English 10 again in the first semester, and English 11 in the second semester.

The School also sends students on summer ESL programs with SD 43 (Coquitlam) in B.C.

Commendation:

The support for ESL students through the supplementary programs, modified timetable and modified teacher instruction recognizes their need for ongoing help in acquiring the language. These strategies are reflected in the School's provincial exam marks in English 12, Communications 12, Social Studies 11 and English 10.

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 School offers one Board Authority Approved course – ESL 10 (YESFL 10). This is mandatory for all new Grade 10 students in the first semester.

The School also provides credits for Physical Education 10 and Mandarin 10, 11, & 12, through locally certified Chinese teachers. The School has exemption letters on file permitting the offering of these courses taught by locally certified teachers.

The Team verifies that these four locally certified teachers are certified by the appropriate District Education Bureau. Each has also passed a criminal record check.



4.4 The School meets the course overview / course planning requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all B.C. Program courses offered in the School meet or exceed the Ministry learning outcomes / learning standards identified in the Educational Program Guides for each course.

Requirement Met Requirement Not Met

Comment:

The School follows the 2004 Graduation Program curriculum that requires content, teaching strategies, evaluation and assessment methods that are to be clearly linked to the prescribed learning outcomes.

All teaching staff, except one, are new to the school this year. This significant turnover of teachers made it difficult for the Team to ascertain whether or not the curriculum was being consistently implemented or planned. In some cases, there were documents such as Course Overviews in use that had been left behind by teachers who had left the School. However, the current short-term/unit plans and daily lesson plans were sometimes difficult to align with the overviews and B.C. curriculum. This is not to say that good classroom teaching was not taking place; it is a statement of observation. In fact, in some classes there was some very creative teaching, using hands-on and interactive methodology.

Requirement:

That the teachers develop planning (long-term, short-term and daily plans) that demonstrate that the prescribed learning outcomes are taught during the course of the semester and will be completed prior to the end of the semester.

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), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

The School has a separate Winter and Summer timetable. It exceeds the minimum 850 hours of instruction per year. School is in session for 190 days per school year.

Discussions with the new Principal indicate that there is a plan of professional development that will focus on helping teachers explore and understand the new curriculum. Individual teachers are using modified teaching strategies to help their students in language acquisition. There is some sharing of expertise on how pedagogy can be adjusted to improve instruction for English language learners.



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 Staff Handbook contains a comprehensive section on Assessment and Evaluation. It describes a variety of examples of appropriate assessment activities and a philosophy of student evaluation, including the letter grade system to be used on report cards. It also includes a rubric scale to be used when assessing the student's work habits and personal development.

The Team examined last year's provincial examination results, noting that the students performed generally very well.

Commendation:

The Assessment and Evaluation section of the Staff Handbook is an excellent example of how teachers should grade their students' achievements and personal/social growth.

The provincial examination results of 2015-16 are very good, well within the acceptable differentials between the school mark and the provincial exam mark. In particular, Social Studies 11, traditionally a difficult course for English language learners, had a provincial exam mark (67%) that was one percent higher than the school mark.

4.7 The School meets the Learning Resources requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School has a small library of print materials, both fiction and non-fiction. It also has several computers for Internet research.

Each classroom is equipped with a computer and LCD projector for instructional purposes, as well as a SmartBoard. The students have access to two computer labs – one with 30 desktop units and the other with 50. The Team observed these labs being used constructively by the students during class.

CSSS continues to implement the requirement of the November 2015 inspection report.



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:

Report cards are issued four times per year, twice in each semester. Three-way conferences are held with parents, students and teachers after the first and third reporting periods. The report card itself is generated by the Windsor/TESS school administration software and it reports the student's percentage, letter grade, work habits and attitude. Anecdotal teacher comments are presented in both English and Chinese.

The new Administration has introduced an Internet-based software called *Schoology*. It is an assessment program that keeps marks online, allowing parents and students to access marks at any time.

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 Parent/Student Handbook has been updated for 2016-17 and is a comprehensive document consisting of seven sections: Introduction, School Organization, Assessment and Evaluation, Policies, Graduation Requirements, Schedules and Routines and Student Conduct.

It includes all the information parents and students need to be familiar with, including tuition fees and refunds, graduation credit requirements, rules of conduct, and complaint and appeal policies.

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 Staff Handbook is a very comprehensive document that includes the following sections: Mission Statement/School Philosophy, CSSS: A Unique Teaching Environment, Professional Responsibilities, School Organization, Assessment and Evaluation, School Routines and Procedures and Appendices.



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.		
<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
Comment: The School does not offer any Distributed Learning programs.		

CONCLUSION**Commendations**

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

- The School is commended on its progress in meeting the three requirements of the previous report.
- The Business Plan outlines thoughtful strategies to ensure the School's sustainability and success.
- The Owner/Operator, Mr. John Zhu, is to be commended for his support of the B.C. Program offered in his schools. His presence during the annual or biennial inspections is indicative of the support he gives to the program and the staff.
- The student records and use of the school administration software are very well organized and kept.
- The support for ESL students through the supplementary programs, modified timetable and modified teacher instruction recognizes the need for ongoing help in acquiring the language. These strategies are reflected in the School's provincial exam marks in English 12, Communications 12, Social Studies 11 and English 10.
- The provincial examination results of 2015-16 are very good, well within the acceptable differentials between the school mark and the provincial exam mark. In particular, Social Studies 11, traditionally a difficult course for English Language learners, had a provincial exam mark (67%) that was one percent higher than the school mark.



Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2017, the Owner/Operator provide the Director of International Education, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following item:

- That the teachers develop planning (long-term, short-term and daily plans) that demonstrate that the prescribed learning outcomes are taught during the course of the semester and will be completed prior to the end of the semester.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirement to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Shandong Secondary School continue to be recognized as a British Columbia Certified Program.

