

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA QINGDAO SECONDARY SCHOOL

QINGDAO, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 29-30, 2018

INTRODUCTION

On October 29-30, 2018, a certification inspection was completed on Canada Qingdao Secondary School (CQSS) in Qingdao, 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 (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Executive Director of International Education and Independent Schools, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Doug Lauson (Chair) and Sophia Malczewksa.

The School's B.C. program has an enrolment of 167 students in grades 10-12. The School is located in the international building on the campus of Qingdao No. 9 Middle School. The entire school, which houses the B.C. program, enrolls 2,200 students.

During its 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, B.C. teachers, Chinese principal and his administrative support staff including the international director.

The owner/operator, John Zhu, is responsible for the B.C. program that is administered through his company, Canadian-Sino Education Exchange Centre (CSEEC). Mr. Zhu also operates three other B.C. certified schools in Shandong Province: Canada Yantai Secondary School (Yantai), Canada Weifang Secondary School (Weifang) and Canada Shandong Secondary School (Tai'an). Each of these schools operates on the campus of a larger Chinese host school.



The B.C. program’s mission statement is “to create global citizens who are focused on high academic achievement. By working in a safe and caring environment, students can find success in all aspects of life”.

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

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| The School has satisfactorily addressed requirements contained in the previous inspection report. | | |
| <input type="checkbox"/> Requirement Met | <input type="checkbox"/> Requirement Not Met | <input checked="" type="checkbox"/> Not Applicable |
| <p>Comment: The last Ministry inspection report of October 20, 2017 did not contain any requirements for the School.</p> | | |

BUSINESS PLAN

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| 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: The Team reviewed the last business plan as submitted to the Ministry of Education in the annual report of September 21, 2018. The business plan included five sections: (a) Description of the school, (b) School Growth Plan, (c) Human Resources, (c) Alignment with International Education in B.C. (d) Audited Financial Statements. In each section the school satisfactorily described the successes and challenges of the school as it continues to grow. The School is in its eighth year of operation.</p> <p>The Shandong Education Bureau has placed an annual limit of 60 students on the grade 10 enrolment. This year the school enrolled 48 grade 10 students. Despite the lower number, the academic abilities of the enrolled students appear to be higher than in previous years, and that should translate into higher academic achievements.</p> | |



**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 operated CQSS since its opening in 2011. He meets the roles and responsibilities described in section 5 of the *British Columbia Global Education Program – Offshore Schools Certification Agreement*.

Canadian-Sino Education Exchange Centre (CSEEC) has the required approval letter dated December 12, 2017, from the Qingdao Education Bureau that expressly permits it to operate the B.C. offshore school program within Qingdao No. 9 Middle School.

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 School is in its second year of operation at the new campus of Qingdao No. 9 Middle School in Huangdao District, Qingdao. This new educational complex consists of several instructional buildings, one each for grade 10, 11 and 12, science buildings, gymnasium with a 25-metre swimming pool, administration building, International Education building and student dormitories. The B.C. program is housed in the International Education building.

The Team examined the following inspection certificates: The Huangdao District Construction Site Completion Certificate (Issuer: Huangdao District Construction Bureau - December 30, 2016), Fire Drill Equipment Inspection Certificate (Issuer: Qingdao Firefighting Bureau - June 10, 2016), Electrician Equipment Inspection Report (Issuer: Qingdao Meteorological Lightning Centre – August 4, 2016)

The Huangdao District Food and Medicine Administration Bureau issued a Food Business Licence to operate the Qingdao No. 9 Cafeteria.

The School has developed an emergency plan to deal with any event that would cause an unplanned temporary or permanent closure of the school. This plan has been vetted by the OSR for accuracy and functionality.



ADMINISTRATION 3.0

3.1 Offshore school representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The OSR has been working with the School since its inception. The Team examined the OSR job description in which it describes his responsibilities and duties as outlined in the Agreement. The OSR has developed good working relationship with the owner/operator and principal of the School. In addition, the OSR also serves as the primary liaison between the owner/operator and the Ministry, including having the ability to legally represent the owner/operator in dealings with the Ministry.

The job description of the OSR was updated in October 2018 to reflect changes in the Ministry of Education requirements. The OSR has the authority to sign off on learning resources purchases. The OSR is also 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 operation.

3.2 The principal meets the requirements as outlined in section 3.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal returned to the School after a one-year absence. Prior to that, he was principal at the School for two years, 2014-16. His previous administrative experience includes being an offshore vice-principal for two years at a B.C. certified offshore school.

The principal meets the requirements of section 3.2 of the inspection catalogue and section 5 of the Agreement. His job description provides him with the authority to fully administer the School including the education program. He has the authority to admit students to the School based on the English diagnostic assessment results.

The principal is assisted by a teaching vice-principal who supervises student conduct and is responsible for the TRAX data. The principal and vice principal provide the necessary leadership to the staff and School to provide a good educational program in a professional learning environment.



3.3 The School meets the administrative support requirements as outlined in section 3.3 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal's assistant has been employed at the School since 2014 and he is responsible for the student records and acts as a liaison between the principal and the Chinese host school through the international director. A second full-time administrative assistant provides additional office support. Students and teachers are assisted with their visas and work permits through the Chinese host school office. All administrative support staff have undergone appropriate criminal record checks.

The principal is responsible for the operation of the Windsor/TESS school administration program. The principal and his administrative team work well together to support the needs of the staff and the students.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team examined the student files and confirms that all items outlined in the inspection catalogue are contained, including the registration form, English diagnostic assessment test results, permanent student record card that contains the student information and PEN number.

The student files also contain the most recent 2018-19 copy of the student and parent/guardian *Consent for Storage and Access of Personal Information* forms.

3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team examined the TRB verification response file dated September 27, 2018 and noted that the non-expiring Certificates of Qualification are valid to June 30, 2019 for all B.C. teachers. **The Team confirms that all authorized persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**



The Team also examined the teacher files and confirm that they contain all the items outlined in section 3.5 of the inspection catalogue including staff evaluations, where applicable, from the 2017-18 school year. All teachers possess valid visas and/or residence permits for foreigners working in China.

The School hires three local nationals to teach Mandarin 10 and 11 as allowed through its exemption letter from the Ministry of Education. (October 11, 2012). The Team examined the qualifications of these teachers and confirms that they also have successfully completed criminal record checks.

All teachers' files contain the updated *Teacher and Principal Storage and Access of Personal Information* consent form.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The CQSS staff has adjusted their curricular planning to the new grade 10 curriculum and is beginning to prepare for the implementation of the grades 11 and 12 curricula. The new B.C. learning standards were clearly identified in grade 10 course overviews, and there was evidence of assessments being based on the learning standards.

During visits to the classroom, the Team observed that students were engaged in activities that foster the development of core competencies. The following types of activities were observed: discussion, collaborative group work, inquiry projects and problem-solving activities, with an emphasis on creative and critical thinking.

The Team observed evidence that CQSS staff is beginning to develop strategies and instruments to support self-assessment in the area of core competencies, to be completed by the end of the semester.

Although the Team observed evidence of First Peoples' Principles of Learning in the pedagogical approach in the classes observed, they were not made explicit.



Commendation:

CQSS staff is commended for their student-centered approach, and the work they have done to date on adapting their planning and their pedagogy to the goals of the new curriculum.

Requirement:

The CQSS staff is required to continue to familiarize themselves with the First Peoples Principles of Learning, and to incorporate them more intentionally into teaching strategies.

4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School administers a comprehensive English language assessment to prospective students each year, typically in May. The assessment consists of reading, writing, listening and oral proficiency to determine their level of ability. The benchmark set by the School is 50%, and those that achieve it are admitted to the program, along with a small number of students who are conditionally accepted, with the proviso that they take additional private English tutoring and/or self-study prior to re-taking the entrance test at the mid-point of the first semester. Chinese examination results are also taken into consideration as part of the admission process.

To support grade 10 students in their English language acquisition, the program requires students to take one two-credit English language course per semester. This year, students are taking English 10 Composition and Literary Studies for a total of four credits. Each two-credit course has been allocated the same amount of time as a four-credit course, thus allowing additional time for students to develop as English language learners. For grade 11, the school offers both Communications 11 and English 11. In their final year, students take English 12 in a linear fashion, from September to June.

In 2019-20, to align with the redesigned curriculum, the principal is planning to offer two English language courses at the grade 11 level in a similar fashion to how the school is structuring grade 10 English courses this year. Students will take English Studies 12 in a linear fashion.

Ongoing assessments of students' English language proficiency are conducted within the English Language Arts program. The principal is considering the introduction of regular standardized tests to track students' progress in English language acquisition as they move through the graduation program.



There is a school-wide focus on English Language Learner (ELL) teaching methodology, and regular professional development opportunities are provided in staff meetings, as well as one-to-one support for teachers from the principal and head teacher.

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 Team confirms that all requirements described in the Operating Manual for Offshore Schools are being met. Students at CQSS do not earn graduation credits through challenge or equivalency.

The School supports student learning by offering the following BAA courses: Psychology 12 and Photography 11.

The following courses have been exempted from having B.C.-certified teachers providing instruction: Mandarin 10-12 and PE/PHE 10. For PE/PHE 10, the physical education components will be covered by the locally certified teacher, while the health studies will be taught within Career Life Education and taught by a B.C.-certified teacher.

All Grades 11 and 12 BAA courses must be updated to reflect the new curricular frameworks by July 1, 2019. Ministry BAA course requirements and guidelines are available at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses>.

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

Requirement Met Requirement Not Met

Comment:

Due to the schedule rotation, the Team was not able to visit the majority of the classrooms, but it did review all course overviews, unit plans, and assessment records. It was observed that almost all grade 10 course overviews have been updated to align with the new grade 10 curricula. Some teachers are beginning to align their assessments with the learning standards of the new grade 10 curriculum.



The Team observed that teaching staff are continuing to use the traditional 'course overview' method to show curricular compliance in grades 11 and 12 for the 2018-19 school year. However, it was also noted that teachers are beginning to explore the development of curricular documentation that reflect the new grades 11 and 12 curricula by incorporating Big Ideas into their planning.

Commendation:

CQSS staff is commended for its work thus far in ensuring the program offered by the School aligns with the new curriculum.

4.5 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:

Students at CQSS currently attend school for 4.6 hours per day over the course of the school year. This results in 895 actual school hours, which is above the minimum requirements set by the Province.

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 data report provided by the Ministry of Education shows that the 2016-17 English 12 and Communications 12 course/exam mark differentials are within the acceptable range (below 20%). The data report also reveals a very strong first time grade 12 graduation rate, which is in fact higher than the offshore school average and the average provincial first time grade 12 graduation rate.

The Team also reviewed the English Language Arts exam results and school marks for January and April 2018. These results indicated a closer alignment to the Provincial average, relative to the offshore school average scores.

The principal, secretaries and two B.C. certified teachers invigilate all exams. The correct software and security is installed on each computer and is updated before each exam session.



The B.C. performance standards are used by teachers to develop rubrics for Language Arts courses. Teachers are also encouraged to review provincial exams, samples of student response and rubrics used in marking the exams to provide them with a good idea of competency.

The School has offered regular professional development in assessment, with a particular focus on formative assessment.

Commendation:

The School is to be commended for the students' English Language Arts 12 exam results during the January 2018 examination session.

4.7 The School meets the learning resources requirements as outlined in section 4.7 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School is well equipped with learning resources and is well supported by the host school. There is a well-resourced library of approximately 500 books. The School's library books are used on a daily basis as part of the school's literacy program. The School has several novel sets, and when additional copies are required they seek assistance from other schools within the CSEEC school system.

Each classroom is equipped with a large SMART board, which is well-utilized by teachers and students. The School has the exclusive use of one computer lab and has access to other computer labs in the Chinese school should they be required.

There is budget in place for the purchase of additional resources as required.

Discussion with the OSR revealed that he is the authority to sign off on school learning resources.

Commendation:

CQSS staff is commended on its effective integration of SMART board technology in the classroom.



4.8 The School meets the student progress report requirements as outlined in section 4.8 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School is based on a two-semester and four-term system. Report cards are issued at the end of each term (November, January, March and June). Parent meetings are scheduled after the first report card for each semester. Translation is provided by staff that is fluent in both languages. In addition, regular communication with parents is maintained by the school secretary. Parents are encouraged to contact the school at any time regarding questions or concerns. In addition, teachers send out bi-weekly reports to parents of students who are struggling and those who are achieving a high level of success.

Report cards are generated using Windsor TESS. They include letter grades, percentages, an indication of the students' work habits and general comments related to behaviour and achievement. Teacher comments come from a school generated comment bank and are provided in both English and Mandarin.

Commendation:

Staff at CQSS is commended on its commitment to providing students and their families with regular feedback on student progress.

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 2018-19 hardcopy version of the CQSS student and parent handbook is written in English with Mandarin translations under each section, making it easy to read for Chinese parents who do not speak or read English. It covers a variety of topics from general information of the school to specific policies and financial matters, including the refund and appeals policies, making it a valuable resource for parents.



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 CQSS teacher handbook consists of six sections: (a) City of Qingdao, (b) School, (c) Academic Program (d) Policies and Procedures (e) Teacher’s Contract, and (f) Teacher Orientation. The handbook contains a clear statement that “the Province of British Columbia is not party to the contract of employment between the owner/operator and the teacher and that the province is not liable in any instance where the owner/operator is found to be in contravention of the laws or requirements of the country of operation”.

The team confirms that the teacher handbook meets the requirements as outlined in section 5.2 of the inspection catalogue.

Commendation:

The teacher handbook is well written and is essential reading for a new teacher joining the School because it provides almost all the information the teacher needs to adapt to the new school and new environment.

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

6.1 The School meets the distributed learning requirements as outlined in section 18 of the Agreement and Section 6 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met Not Applicable

Comment:

The School does not offer any distributed learning courses.



CONCLUSION

Commendations

The Inspection Team wishes to recognize the owner/operator, principal and staff of Canada Qingdao secondary School for:

- their student-centered approach, and the work they have done to date on adapting their planning and their pedagogy to the goals of the new curriculum,
- its work thus far in ensuring the program offered by the School aligns with the new curriculum,
- its effective integration of SMART board technology in the classroom,
- its commitment to providing students and their families with regular feedback on student progress, and
- a well written teacher handbook that is essential reading for a new teacher joining the School because it provides almost all the information the teacher needs to adapt to the new school and new environment.

Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by February 28, 2019, the owner/operator provide the Executive Director of International Education and Independent Schools, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- Development of a school-wide plan to intentionally integrate the First Peoples Principles of Learning into each teacher's daily instruction using the suggested resources provided.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education and Independent Schools that, contingent on responding to the above requirement to the satisfaction of the Executive Director, the British Columbia education program offered at Canada Qingdao secondary School continue to be recognized as a British Columbia-certified school.

