

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADA YANTAI SECONDARY SCHOOL

YANTAI, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 11-12, 2016

INTRODUCTION

On October 11-12, 2016, a Certification Inspection was completed on Canada Yantai Secondary School (CYSS) in Yantai, 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 Inspector, appointed by the Director of International Education (the Director), British Columbia Ministry of Education in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, was Mr. Doug Lauson.

The School's B.C. Program has an enrolment of 67 students, in Grades 10 - 12. CYSS is located within the campus of Yantai No. 1 Middle School, a Chinese school that enrolls 6,000 students in Grades 6-9.

During his visit to the School, the Inspector 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, as well as the Principal of the host school and his leadership team.

The Owner/Operator, Mr. John Zhu, is responsible for the B.C. Program. His company, Canadian-Sino Education Exchange Centre (CSEEC) operates several other B.C. offshore schools in the Shandong Province. These include Canada Qingdao Secondary School in Qingdao, Canada Shandong Secondary School in Tai'an, and Canada Weifang Secondary School in Weifang.

The B.C. Program's philosophy, objectives and special features include offering its students an authentic B.C. education by helping prepare the students for the linguistic and cultural challenges they will face in western universities. It seeks to build on the learning that takes



place in the Chinese program and offers its graduates two diplomas – the B.C. Dogwood and the local Chinese diploma of Shandong province. The development of a warm and caring school community is an important component of the program.

The Team would like to thank Canada Yantai 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 type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met <input checked="" type="checkbox"/> Not Applicable
<p>Comment:</p> <p>The previous inspection report (November 2015) did not contain any requirements for the School.</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 Business Plan is part of the 2016/2017 Annual Report submitted to the Ministry of Education. There have been no changes in the School's mission statement and/or philosophy to education since the last inspection report. The plans for enrolment include adding two new Grade 10 classes per year (a limit imposed by the Shandong government) until it grows to a stable enrolment of 180 students. The plan further describes activities that have been completed and are planned to increase enrolment, such as open houses, media publications in the local newspapers, a web presence, and the establishment of an ESL Summer School program. In order to develop community, the school has established a number of afterschool clubs including an international language as club. All teachers from last year returned to the School, establishing a stable teaching staff for the current year. The Owner/Operator has an agreement to send students to Coquitlam SD 43 during the summer as part of its Summer School program.</p>
<p>Commendation:</p> <p>For a small school that is beginning its tradition, the ownership and leadership are making good business decisions to retain students and increase enrolment. Communications with parents and families is strong.</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, Canadian-Sino Education Exchange Centre (CSEEC), represented by Mr. John Zhu, has been operating four B.C. offshore schools under the Agreement for several years. Mr. Zhu meets all the conditions of the Agreement and does so by assembling a team of leaders to ensure that his schools continue their successful growth under the B.C. Program. His passion for education and his willingness to empower his schools to succeed is again evident in this partnership with Yantai No. 1 Middle School, which is committed to assisting the B.C. Program in its growth and future success. This was very evident when the Inspector met with the lead administrators of Yantai No. 1 Middle School.

Commendation:

Mr. John Zhu, Mr. Sui, Principal of Yantai No. 1 Middle School, and his team of vice-principals and International Department directors are to be commended for the strong support that they collectively provide to the B.C. Program.

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:

CYSS is located on a small section of a much larger campus. The B.C. Program is taught on two floors in a building within the International Department area of the Yantai No. 1 Middle School. Being located within an existing Chinese public school, the local building, safety and cafeteria codes and regulations are met by the larger host school. The Inspector examined the Operating Permit (translated) issued by the Shandong Yantai Bureau of Education (April 22, 2014) and the Catering Licence (translated) of the Yantai No. 1 High School issued by the Surveillance and Administration Bureau of Zhifu District, Yantai (April 30, 2015).

The B.C. Program uses four classrooms, has a small library (called the Learning Commons), two computer labs, each with 30 desktop computers and a staff room. In addition, the Principal and Secretary each have an office and there is a board room available for meetings. Speciality classrooms such physics and chemistry labs are also available to the B.C. Program.



Regular emergency and fire drills are conducted, using a well thought-out safety plan. The host school provides medical services, if needed.

Commendation:

The B.C. Program is well supported by Yantai No. 1 Middle School. The relationship is collaborative and supportive and the Vice-Principal of Yantai No. 1 Middle School visits the B.C. Program regularly as part of his responsibilities.

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 appointed Offshore School Representative (OSR), Mr. Roger Lindstrom, is an experienced OSR having worked in this role for several international B.C. offshore schools. Mr. Lindstrom has been approved by the Province and meets all the requirements set out in the Agreement. Examination of the OSR job description reveals that his responsibilities include working closely with the Owner/Operator in recruiting and hiring staff as well as ensuring the school meets all the requirements of the B.C. Ministry of Education. He also acts as a liaison and effectively manages issues and/or complaints that arise and has the authority to represent and legally bind the Owner/Operator.

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. Allan Bowers, was the founding principal of the school. His contract with CSEEC includes detailed sections describing the scope of his work (educational and administrative), payment and termination processes. His job description outlines his responsibilities with teachers, the OSR and his employer, CSEEC. The job description includes the Ministry of Education Standards of Education Competence and Professional Conduct, as well as the offshore requirements for employment.

The Principal has many years of teaching experience, including Canadian and international experience.



Commendation:

The Principal was well-organized for the inspection visit, with all the documents available for examination. He is well-respected by his staff and demonstrates leadership by example, as evidenced by the classes that he teaches.

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:

CYSS is a small school, in its third year of operation, having opened half-way through 2014 with students who transferred in from another CSEEC school. At this point in its growth, there is no Vice-Principal and the Principal teaches part-time. There is a full-time Secretary who assists the Principal in many of the administrative functions of the School. Her previous experience in another B.C. offshore school is invaluable in ensuring that appropriate communications with the Ministry of Education occur. The School also employs a guidance counsellor who works with the students to ensure their career paths meet their individual needs.

The School uses the Windsor/TESS school administration software, operated by the school Secretary.

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:

The Inspector examined the student files that are stored in the school office. They contain all the requirements of the Ministry and are well-organized. The consent forms will be updated with the newly released versions issued by the Ministry of Education.

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:

Teacher personnel files were examined and were found to contain evidence of valid and current Teacher Regulation Branch Certificates of Qualification. Teacher evaluations from the



first year of the School's operation were noted in the teacher files. The Principal is introducing a new instrument of teacher evaluation that will be used this year, and it is more comprehensive than the initial instrument.

The Team confirms that all Authorized Persons 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:

Examination of the teacher planning documents revealed that they are following the traditional graduation program curriculum. However, each teacher's documents shows evidence of the draft redesigned curriculum being experimented with lesson plans surrounding Big Ideas and Curricular Competencies/Learning Standards being used. Two members of staff are familiar with the concepts of the redesigned curriculum and they will be leaders next year when implementation formally begins.

Commendation:

The teachers are providing a quality education to their students using contemporary teaching methods that actively engage their students in their learning.

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:

CYSS administers an appropriate 2-hour English entrance exam (language proficiency) under the supervision of the Principal. It is a comprehensive instrument including listening (15 marks), reading (30), parts of speech (10), grammar (15), oral skills (10) and writing (40).

However, the host school, Yantai No. 1 Middle School, makes the final decision of admission based on the recommendation from the B.C. Principal. This is contradictory to Schedule B, Part III 3(b) (i) of the Agreement where it states:

" ... Including without limitation:

(i) directly managing student admission processes, including making final decisions with respect



to student assessment and admissions”.

Commendation:

The English entrance exam is a good instrument to assess the applicant’s English language proficiency.

Requirements:

The administrations of CYSS and the host school, Yantai No. 1 Middle School need to discuss how the Ministry of Education requirement will be met regarding the Principal’s authority to make the final decisions of admission of students into the B.C. Program. The Principal is required to confirm to the Ministry that he has final decision over student admission.

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 does not offer Board/Authority Approved Courses. It does provide exempted courses for Physical Education 10, 11 and 12 and has a letter on file to that effect from the B.C. Director of International Education. PE courses are taught by a local national who is appropriately certified by the Chinese authority. The PE classes are not included in the regular timetable as they are offered in the evening.

CYSS also accepts credit for Mandarin 10, 11 and 12 under the Course Equivalency exemption for Ministry-developed language courses, as described in the Operating Manual for Offshore Schools.

Requirements:

The formal report card must be modified to report on courses that are not taught by B.C.-certified teachers, such as Physical Education and Mandarin credits. The B.C. Principal is responsible for ensuring that these courses meet the B.C. curricula and must designate them appropriately on the report card.

As with all other courses in the B.C. Program, the B.C. Principal is required to ensure the provincial education standards and program requirements are met for any exempted course.



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:

Examination of the course overviews and course planning documents confirm that the courses taught meet the Ministry learning outcomes of each course.

Although the redesigned curriculum for the Graduation Program is not yet formally introduced, the teachers are well on their way to familiarizing themselves and their students with the concepts of core competencies, curricular competencies including Big Ideas and Learning Standards. Discussion is evolving around assessment strategies that will be most effective in determining student progress, including self-assessment.

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 operates two semesters, running 4 x 60 minute blocks per day, and two blocks for DPA (Daily Physical Activity) and clubs. This exceeds the minimum instructional requirements because PE and Mandarin are taught outside of the regular school timetable.

The Literacy Support Program was developed to assist students who are challenged by acquiring English language skills. It is voluntarily staffed by teachers and volunteer students who spend 30 minutes, twice weekly assisting other students in subject-specific vocabulary, reading comprehension, listening and speaking skills, note-taking, critical thinking skills, etc.

Commendation:

The Literacy Support Program is a valuable addition to supporting student success and together with the Learning Commons, provides students with the support they need to be as successful as they can be.



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:

Evaluation of student achievement is based on regular assessments of student participation and progress. Formative and summative assessment strategies are used. There are four report cards per year that include the percentage mark for the subject and written anecdotal feedback to the student/parent.

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 with limited print volumes. It has 5 computers for internet resources and the addition of 7 Kindle electronic readers is an asset, providing the 8 senior students access to the approximately 30 e-reader titles in the levelled reader program. The library holds both student and teacher resources and is referred to as the Learning Commons because it provides one environmental space for the purpose of learning using a diversity of learning and teaching resources. In addition, there is a mobile Smart Board and tablet (MOBI) that can be moved from class to class. There is also a small collection of learning videos from The Teaching Company.

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 sample Progress Report provided, generated by the TESS school administration software, and examination of the student files, revealed that the formal report card is a one-page document that informs parents of the student's subject percentage, plus a written anecdotal comment for each subject. There is inconsistency of the reporting work habits, social achievement or career development. Parent-Teacher meetings are held after each reporting period.



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 is a well-written bilingual document that is comprised of four sections: Mission Statement/Philosophy, School Staff, School Organization and Procedures, and Assessment and Evaluation. It also describes minor and major student infractions and the corresponding discipline actions so that both parents and students are aware of the School's discipline procedures. It also describes graduation requirements, English language assessments, grading, course descriptions and an abbreviated appeals process.

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 Teacher Handbook has been updated for the current school year and it provides teachers with all the information they need to know about the city, school, academic program, policies/procedures and contract information. It also covers orientation details including activities planned, accommodations, living conditions/costs, etc.

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:

At this time, 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 Yantai Secondary School for:

- For a small school that is beginning its tradition, the ownership and leadership are making good business decisions to retain students and increase enrolment. Communications with parents and families is strong.
- Mr. John Zhu, Mr. Sui (Principal of Yantai No. 1 Middle School), and his team of vice-principals and International Department directors are to be commended for the strong support that they collectively provide to the B.C. Program.
- The B.C. Program is well-supported by Yantai No. 1 Middle School. The relationship is collaborative and supportive and the Vice-Principal of Yantai No. 1 Middle School visits the B.C. Program regularly as part of his responsibilities.
- The Principal was well-organized for the inspection visit, with all the documents available for examination. He is well-respected by his staff and demonstrates leadership by example, as evidence by the classes that he teaches.
- The teachers are providing a quality education to their students using contemporary teaching methods that actively engage their students in their learning.
- The English entrance exam is a good instrument to assess the applicant's English language proficiency.
- The Literacy Support Program is a valuable addition to supporting student success and together with the Learning Commons, provides students with the support they need to be as successful as they can be.

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 items:

- The administrations of CYSS and the host school, Yantai No. 1 Middle School need to discuss how the Ministry of Education requirement will be met regarding the Principal's authority to make the final decisions of admission of students into the B.C. Program. The Principal is required to confirm to the Ministry that he has final decision over student admission.
- The formal report card must be modified to report on courses that are not taught by B.C.-certified teachers, such as Physical Education and Mandarin credits. The B.C.



Principal is responsible for ensuring that these courses meet the B.C. curricula and must designate them appropriately on the report card. As with all other courses in the B.C. Program, the B.C. Principal is required to ensure the provincial education standards and program requirements are met for any exempted course.

Suggestions

The Inspection Team encourages the Owner/Operator and School to consider:

- The Inspector encourages the teachers to experiment with new teaching and learning strategies such as project-based learning and inquiry approaches wherein the students can make their learning personalized.
- In addition to the academic marks, the School may consider consistently including information to parents and students about work habits, social behaviour etc.
- The School is encouraged to continue building its learning and teaching resources in all media to provide the students and teachers with appropriate resources to supplement their classroom learning and instruction.
- The School should redesign the report card to provide students and parents with a fuller understanding of not only course percentages/comment, but also the student's abilities and achievement in social areas such as work habits, communication skills, teamwork, etc. Including the student's strengths/weaknesses and what the student needs to focus on to improve will also be beneficial to the growth of the student. Reviewing the Student Progress Report Order will assist the School in modifying its reporting to be in compliance with the Agreement.
- The Appeals Policy should include more detail as to processes to be followed and timelines to be met when undertaking an appeal.

SUMMATIVE RECOMMENDATION

The Offshore Inspector recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Canada Yantai Secondary School be recognized as a British Columbia Certified Program.

