

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA WEIFANG SCNDARY SCHOOL

WEIFANG, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 23 – 24, 2023

## INTRODUCTION

On October 23 and 24, a certification inspection was completed on Canada Weifang Secondary School (CWSS) in Weifang, Shandong province, People's Republic of China, referred to as the School in this report. This was the first onsite inspection conducted on this program since the onset of the COVID-19 pandemic. The purpose of this inspection was to determine if the requirements for the British Columbia (BC) education program have been met, according to the *BC Offshore School Program Certification Agreement* (the Agreement). The inspection team (the Team), appointed by the Executive Director of the Independent Schools and International Education Branch, British Columbia Ministry of Education and Child Care (the Ministry) in accordance with the Agreement, consisted of James Christopher and Edward Noot, who served as Chair for this inspection.

The School's BC program has an enrolment of 79 students, in grades 10 - 12. The BC program is hosted by Weifang No. 1 Middle School which serves some 4,500 students in total.

During the visit to the School, the Team reviewed all standards required in the *BC Offshore School Program Certification Agreement* and *Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), BC Principal and teachers, along with the Weifang No. 1 Vice-Principal and Program Director. Students were engaged informally throughout the inspection.

The Owner/Operator, Mr. John Zhu, representative of Canadian-Sino Education Exchange Centre (CSEEC), is responsible for the BC program. CSEEC operates three other BC offshore schools in China, all located in Shandong Province. The Owner/Operator has an additional company based out of Vancouver that owns and operates one Group 4 independent school.

The BC program's philosophy, objectives and special features highlight a commitment to preparing students for success in a rapidly changing world by providing a supportive English



learning environment that recognizes and respects individual differences, encourages students to challenge personal limits and promotes excellence.

The Team would like to thank Canada Weifang 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 School's previous inspection report contained no requirements. The Team offered several suggestions, some of which have been acted on by administration, while others are still under consideration. The School has offered a thoughtful response to all suggestions.</p>			

#### **BUSINESS PLAN 1.0**

<b>The Owner/Operator has submitted a business plan to the BC Ministry of Education and Child Care, 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 School has submitted a business plan that meets all required elements. The Team noted that enrolment is higher this year due to the increased intake of grade 10 students. While student recruitment remains a challenge, stronger grade 10 intake bodes well for future program growth and school sustainability as international program enrolment was diminished during the global COVID-19 pandemic.</p> <p>The School is tracking limited student performance data, using this to plan for continuous improvement primarily in English language acquisition. At this time sample sizes have been small, but with growing numbers in grade 10 future data should prove useful to the administration and teachers in addressing continuous improvement.</p>		

## INSPECTION CATALOGUE 2.0

<b>2.02 The Owner/Operator meets all requirements as set forth in the Agreement.</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 meets the requirements set forth in the Agreement and demonstrates a strong commitment to the ongoing success of the School. His presence during the school inspection is evidence of his active involvement and interest in supporting school success.</p> <p>The Owner/Operator works constructively with the School's leadership team, along with the Offshore School Representative (OSR) and other staff.</p>		
<p>Commendation:</p> <p>The Owner/Operator is commended for hiring a superintendent for his schools in China and Canada, allowing for more focused leadership support and teacher professional development.</p>		

<b>2.03 The Owner/Operator has written approval from the appropriate government entity to operate the School, as outlined in section 5.03 of the Agreement.</b>		
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The Team verified that the School has a letter, dated November 10, 2022, from the Director of the Weifang Bureau of Education, that affirms ongoing authorization for Canadian-Sino Education Centre (CSEEC) to operate a BC offshore school program, hosted on the campus of Weifang No. 1 Middle School.</p> <p>The letter specifically states that the Weifang Bureau of Education understands and has no objection to the fact that the BC program is operated in accordance with the Agreement along with relevant regulations of the Shandong Department of Education.</p> <p>The letter has been translated as per Ministry guidelines.</p>		



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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School is situated on a spacious, historic and well-equipped campus. The generous grounds are park-like, secured and well maintained. The host school, Weifang No. 1 Middle School, has a rich and well documented history in Weifang. The host school has an impressive library, with makerspace studios for robotics, 3D printing, film making and computer coding.

CWSS is located in the International Classroom Building, occupying the third and fourth floors. The campus has sports facilities, science labs, art rooms, computer labs, a library, auditorium, etc. CWSS has access upon request to use these. CWSS has the regular use of classrooms with interactive whiteboards, an administration office and a staff room. The School has set up a learning commons, with an appropriate but small library collection, that doubles as the computer lab.

The Team verified that the School facilities are entirely suitable to support the BC program.

Certified translations of fire safety and cafeteria compliance documents are in order. The School is in compliance with local regulations and inspections are up to date.

The School has a written emergency plan for natural disasters (i.e., fire, earthquake) and holds regular drills for students to practice these protocols. Any further pandemic response that is required is actioned in collaboration with the host school and local health authorities. The documentation includes a protocol for the unplanned temporary or permanent closure of the School.

The School's emergency plan is annually vetted for accuracy and functionality by the Offshore School Representative (OSR) and detailed in the 2023 Annual Report.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Owner/Operator appointed an experienced individual to act as the Offshore School Representative (OSR). The OSR meets the requirements set out in Schedule B, Part II of the Agreement and has been confirmed by the Ministry as suitable for this position.



The OSR's contract began in 2009 and is a continuing contract. The OSR is instrumental in hiring staff and in supporting ongoing professional development and support to school staff. The OSR was on site for this inspection.

The Team confirms that the OSR is knowledgeable about all aspects of the School's operations and all related aspects of the Owner/Operator's business operations. He is fully 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.

**2.07 The Principal meets the requirements as outlined in Schedule B, Part III of the Agreement and Section 2.07 (b) of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Principal is a BC administrator who meets the experience and training requirements for this role. He is in his first year in this role, having previously served as a teacher and administrator at other BC offshore schools. Collaboration with CSEEC administrators to generate system-wide resources, policies, and training supports his leadership at CWSS. In addition, he is supported by the CSEEC Superintendent, who is based in BC.

The Principal's job description outlines the expected role in compliance with the Agreement. The contract is comprehensive and complies with all requirements under the Agreement.

The Principal possesses a valid Certificate of Qualification (COQ) from the BC Ministry's Teacher Regulation Branch (TRB) which meets the requirements outlined in the Agreement.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School meets the requirements for administrative support as outlined in section 2.08 of the Annual Report. Along with support from the Offshore School Representative (OSR), and Owner/Operator, the School has sufficient administrative support staff that work directly with the BC Principal.

An experienced English-speaking Administrative Assistant has responsibility for maintaining student records, data collection and daily administrative needs within the School. She is also responsible for the translation of documents and acts as an interpreter between the parents and the School and manages data entry into web based TESS (Windsor).



The School employs an academic advisor to assist the students by arranging visits by Canadian universities and to support the graduating class with university and study visa applications.

The Chinese International Director and Vice-Principial also support the BC program, while providing a critical link with the host school.

A newly appointed CSEEC Superintendent, based in Vancouver, works to support leaders and offers professional development for teachers and administrators.

### **2.09 The School meets the Student Record requirements as outlined in Section 2.09 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team verified that student files are securely stored, properly backed up and can be reproduced if necessary. Student records are meticulously maintained by the Administrative Assistant, overseen by the Principal, and contain all required elements.

The School uses web based TESS (Windsor) administrative software to manage student data.

### **2.10-2.18 The School meets the teacher certification requirements as outlined in Sections 2.10-2.18 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The Team confirms that all Authorized Persons under the Agreement possess valid and current certification under the Ministry of Education and Child Care, as confirmed by the Teacher Regulation Branch (TRB) verification response file dated, September 30, 2023, along with a list of teachers who have been granted Letters of Exemption (LOE) by the Director of the Offshore School Program.

One teacher has an unrestricted Certificate of Qualification (COQ), two have subject restricted certificates and two are teaching on valid Letters of Exemption. The Team confirms that the School has a process for monitoring the certification application status of teachers on Letters of Exemption. The Team noted that some current teaching assignments do not align with listed restrictions. The School is required to ensure that all teachers' assignments align with the specifics of their LOE.

All locally certified teachers have evidence of valid certification and local criminal record checks (CRC) on file.



Staff contracts were reviewed and found to be comprehensive, addressing all the required areas. Most teachers are employed under proper work permits and appropriate visas, although the Team noted that two Chinese work permits are still pending.

Teacher files are in order, with ample evidence of teacher evaluations as per school policy. A principal evaluation did not occur last year due to travel restrictions, but an evaluation is planned for the second semester of this year as per school policy.

**Commendation:**

The Team commends the Principal for engaging in staff formative evaluations early in the academic year.

**Requirement:**

The School is required to ensure that all teachers' assignments align with the specifics of any listed subject restrictions.

**Ministry update**

As of November 24, 2023, this requirement has been met to the satisfaction of the Ministry.

**Requirement:**

The School is required to inform the Ministry when two outstanding work visas are received.

**Ministry update**

As of November 24, 2023, this requirement has been met to the satisfaction of the Ministry.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

CWSS has been working to fully implement all aspects of BC's curriculum. As the School includes grades 10, 11, and 12, the focus has been on providing as comprehensive a course selection as possible, given the small student population, to ensure that students are able to graduate with a Dogwood Diploma and have a diverse selection of options to keep the doors open for a broad range of post-secondary opportunities. The students are also enrolled in a variety of courses offered by the host school after the BC school day is completed. The timetable is divided by semesters with a daily repeating schedule.

This year, the School is offering the Indigenous-focused graduation requirement through EFP Literary Studies and Writing 11.

The School dedicates a block of time on Mondays for clubs and activities for grade 11 and 12 students and a similar block on Wednesday afternoons for schoolwide cultural events such as

observing Orange Shirt Day for the National Day for Truth and Reconciliation or hosting a Terry Fox run.

**Commendation:**

The School is commended for incorporating cross-curricular activities to promote physical activity and to introduce elements of BC school culture to students which enhances the social and emotional climate of the learning environment.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School uses an internally created English language entrance exam to ensure that only students with a functional facility in English are admitted. Despite the best efforts of the School, it would appear that this year's grade 10 enrollees have a lower level of English language skills than one would normally expect in a program such as this. Additional courses in English and ESL support are provided to students at all grade levels. The School does regular English assessments and students complete the BC Literacy Graduation Assessments in grades 10 and 12.

The School sets a portion of staff meeting time for ongoing analysis, assessment and planning for ESL learners with coaching by those teachers who have considerable training and experience with teaching ESL and who act as mentors to their peers.

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

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

The School meets all course credit requirements. There are currently no exemptions, challenge credits being awarded, or Board/Authority Authorized (BAA) courses being offered by the School.

Mandarin 10, 11, and 12 credits are being granted for Mandarin 7, 8, 9 courses previously taken by the students through an equivalency credit with the BC Ministry of Education and Child Care under the term of the Agreement.





**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 Ministry learning outcomes/learning standards identified in the educational program guides for each course.**

Requirement Met       Requirement Partially Met       Requirement Not Met

Comment:

BC's curriculum is clearly documented, with a consistent template and attention paid to the main required components of the program. The teaching staff has made a deliberate effort to effectively integrate, assess, and report on such facets of the curriculum as: Big Ideas, Core and Curricular Competencies and First Peoples Principles of Learning as part of their course and unit planning.

As the School is one of four affiliated BC offshore schools in the region, it would be helpful for them to collaborate with their peers in other schools to share the work that they have done and mutually support one another to undertake a more systematic approach to curriculum enhancement and implementation across all four schools.

Commendation:

The teaching staff is to be commended on their excellent effort in creating detailed and comprehensive course outlines and unit plans for their courses.

**2.22 The School meets the instructional time allotment requirements as outlined in Section 2.22 of the Annual Report, 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:

Instructional time allotments are in compliance with the terms of the Agreement. Students receive 886 hours of instruction per year and additionally spend most of their afternoons and evenings working with their Chinese host school teachers.



**2.23 The School meets the assessment methods requirements as outlined in Section 2.23 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

Teachers use a wide range of assessment methods and rubrics which provide opportunities for student reflection and self-assessment. In conversation with the teaching staff, it was clear that regular formative assessment was a key component of their classroom routines to ensure that students had a strong understanding of materials taught prior to moving on to the next topic in each course.

The School has plans to meet regularly as grade level teams to identify students who are struggling and require extra help.

The School uses its computer lab, portioned for individual privacy, with a dedicated secure server to ensure the effective and proctored completion of required Ministry assessments.

In addition, about 20 grade 11 and 12 students voluntarily prepare for and write Advanced Placement (AP) exams in a wide range of subjects to assess their own levels of performance against external standards.

**2.24 The School meets the learning resources requirements as outlined in Section 2.24 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

**Comment:**

Classrooms at the School are each equipped with interactive whiteboards and the teachers are quite skilled at integrating this technology into their teaching.

Students are generally not allowed to bring their personal devices to school, unless requested by the teacher for specific classroom use, but have a dedicated computer lab available in the library which teachers can book.

The students have access to library materials from the host school and there is a highly used BC school library with a growing collection of age-appropriate fiction in English.

Teachers report that they have an adequate supply of texts and student workbooks, both print and virtual, that they can use with their students.

In addition, the BC program uses the sports facilities of the host school and has access to science labs when needed.



Teaching efficacy would be enhanced by acquiring a colour printer for the staff workroom along with a dedicated photocopier for producing class sets of student resources in a timely fashion.

Commendation:

The teaching staff is commended for their excellent use of available technology to enhance the teaching and learning process.

**2.25 The School meets the student progress report requirements as outlined in Section 2.25 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

Comment:

The School meets all of the current reporting requirements with four formal written reports each year including an end of year summary report. In addition, there are three face-to-face parent/teacher/student conferences (on Microsoft Teams) and parents can access ongoing student progress information in real time on Microsoft Teams.

**2.26 The School meets the parent/student handbook requirements as outlined in Section 2.26 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

Comment:

The Team reviewed the well-developed parent/student handbook. It includes school vision and goals, student code of conduct, Ministry of Education and Child Care policies, appeals process, school calendar, pathways to graduation and other required information.

**2.27 The School meets the teacher handbook requirements as outlined in Section 2.27 of the Annual Report.**

Requirement Met       Requirement Partially Met       Requirement Not Met

Comment:

The comprehensive teacher handbook details the school organization, mission statement, marking and grading procedures, professional development, computer and internet usage, emergency procedures, student discipline, progress reporting, dispute resolution, grading appeal procedures, and the learning assessment policy.



<b>2.28 The School meets the Online Learning requirements (formerly Distributed Learning) as outlined in Section 18 of the Agreement and Section 2.28 of the Annual Report.</b>			
<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
Comment: The School does not currently offer any courses via Online Learning.			

<b>2.29 The School meets the requirements for offering Remote Instruction under the BC Offshore School Remote Instruction Policy and as outlined in Section 2.29 of the Annual Report.</b>			
<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Partially Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
Comment: The School does not currently offer any courses via Remote Instruction.			

## CONCLUSION

### Commendations

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

- hiring a Superintendent for his schools in China and Canada, allowing for more focused leadership support and teacher professional development.
- engaging in staff formative evaluations early in the academic year.
- incorporating cross-curricular activities to promote physical activity and to introduce elements of BC school culture to students which enhances the social and emotional climate of the learning environment.
- their excellent effort in creating detailed and comprehensive course outlines and unit plans for their courses.
- the excellent use, by teachers, of available technology to enhance the teaching and learning process.

### Requirements

In order to meet the requirements of the *BC Offshore School Program Certification Agreement*, the Team requires that by December 6, 2023, the Owner/Operator provide the Executive Director of the Independent Schools and International Education Branch, responsible for the BC Offshore School Program, with a plan and timeline for proposed implementation of the following items:



- The School is required to ensure that all teachers' assignments (for both semesters) align with the specifics of any listed subject restrictions.
  - As of November 24, 2023, this requirement has been met to the satisfaction of the Ministry.
- The School is required to inform the Ministry when two outstanding work visas are received.
  - As of November 24, 2023, this requirement has been met to the satisfaction of the Ministry.

### **SUMMATIVE RECOMMENDATION**

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