# YANG GUANG QING SCHOOL OF BEIJING



# STAFF HANDBOOK 2019-2020

**CONTACT INFORMATION**

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**EMERGENCY SERVICES**
Police: 110, Fire: 119, Ambulance: 120 or 999, Traffic Accidents: 122
Traffic First Aid Hotline: 6845 5655; 6845 5665, Poisoning First Aid Hotline: 8316 3388; 8316 0233
Thief Resistance Hotline: 6401 1327, International SOS Assistance Top: 6590 3419
Division of Aliens and Exit-Entry Administration of the Beijing Public Security Bureau: 6525 5486; 8402 0101 (24-hour automatic inquiry)

**YANG GUANG QING SCHOOL**

Yang Guang Qing International School is a unique school formed under a joint venture between the Yang Guang Qing School of Beijing, China and Manitoba Education and Sino-Bright Schools.. It is accredited in China through the “Joint Venture School Operating Permit” from the Beijing Education Committee. The school has been in operation since 2000. Yang Guang Qing School offers a high-school program consisting of Chinese credits taught in Mandarin as well as Manitoba and British Columbia credits taught in English.

Upon graduation of the British Columbia program, students will be granted a B.C. diploma and have the opportunity to attend university in Canada, as well as other countries. Upon graduation of the Manitoba blended program, each student may receive dual diplomas, which are recognized by both countries. Upon graduation of the Manitoba International program, each student will receive a Manitoba Diploma and have the opportunity to attend university in Canada, as well as other countries.

**SCHOOL GOALS**

Yang Guang Qing School is a Chinese high school. As such, it must abide by the policies of the Chinese government. The Chinese model of schooling encourages mastery and faithful reproduction of the textual material, based on

teacher lectures and notes. Chinese teachers, using the Chinese language, instructional strategies and assessment methods, instruct students in the Chinese curriculum. In contrast, the Western methods, which are paramount in the International curricula, use a variety of instructional and assessment strategies and encourage students to think independently and critically and to work collaboratively. Students must adapt to working in both models. Both groups of teachers hold students to high levels of academic performance. The desired goal is to graduate students with both Chinese and North American high school diplomas.

English language acquisition is critical to achieving this goal. In the past, Grade ten ESL focused on reading, writing, speaking and listening. As language skills improved, and students were better able to comprehend and communicate, they became ready to move on to International curriculum courses in grade eleven and twelve. The school also focuses on preparing students for post-secondary education and life in North America. Extra and co-curricular activities introduce students to North American culture. The International curricula help prepare students for study in North American universities.

**SCHOOL DAY**

The school day consists of eight or nine 40-minute periods, except Friday, which has 8. There are 10-minute breaks between most periods, with a 20 minute mid-morning break after the second period. Lunch comes after period 5 and is one hour and twenty minutes. Foreign teachers are expected to report to school at least 20 minutes before their first class of the day and teach a class load of around 25-27 classes per week (however, this number might vary slightly depending on teacher absences or other extenuating circumstances). Example schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **P 1** | 8:00-8:40 |  |  |  |  |  |
| **P 2** | 8:50-9:30 |  |  |  |  |  |
| **BREAK** | 9:30-9:50 |  |  |  |  |  |
| **P3** | 9:50-10:30 |  |  |  |  |  |
| **P4** | 10:40-11:20 |  |  |  |  |  |
| **P5** | 11:30-12:10 |  |  |  |  |  |
| **LUNCH** | 12:10-1:30 |  |  |  |  |  |
| **P6** | 1:30-2:10 |  |  |  |  |  |
| **P7** | 2:20-3:00 |  |  |  |  |  |
| **BREAK** | 3:00-3:20 |  |  |  |  |  |
| **P8** | 3:20-4:00 |  |  |  |  |  |
| **P9** | 4:00-4:50 |  |  |  |  |  |

Teachers’ contractual working hours are 07:30 until 15:30 (8 hours including lunchtime). Occasionally special events may occur that require teachers to stay later, these events will be limited to once or twice month and prior notice will be given. Similarly if a teacher needs to leave early for exceptional circumstances arrangements can be made. There is also the possibility that teachers who have P8 and P9 assigned will have special working hours with an agreement from the principal.

All absences of staff need to be reported to the Principal or assistant. Unapproved absences will result in contractual consequences and pay deductions.

If you are away teaching plans and other relevant material for your colleagues to cover. Constant absences and tardiness may result in termination of employment.

**DRESS CODE**

It is imperative that all employees dress professionally and appropriately in order to represent YGQ, Manitoba, and SBS in a professional manner. Teachers are expected to project a professional image that shows positive dress and grooming examples for students that are suited for a significant and effective learning environment.

Principals may also determine the appropriate dress to be worn on workdays students are not in attendance. Teachers shall follow the policy on all work days unless directed differently by their superior.Physical Education teachers, coaches and athletic supervisors should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.All employees are expected to dress in a professional manner. Clothing must be neat, clean, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar accessories that are obscene, distracting, or may cause disruptions to the learning environment.

**Appropriate dress for female staff:**

* Dresses and skirts which are no shorter than three inches above the knee are appropriate. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire.
* Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. All other female staff will not wear shorts.
* Jeans are acceptable only on casual Fridays.
* T-shirts are not allowed. Off the shoulder, halter style, tank top, spaghetti straps are not allowed unless covered by a blazer or cardigan. Low cut blouses that show cleavage; see-through clothing and cropped tops are not allowed. Undergarments must not be showing.
* Flip-flops are NOT allowed.
* Athletic shoes/sneakers are not allowed for non-physical education teachers.
* Hats and hoodies are not appropriate.

**Appropriate dress for male staff:**

* Men must wear a collared shirt
* Physical education teachers may wear a collared sport/golf shirt.
* Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
* Jeans are acceptable only on casual Fridays.
* T-shirts or tank tops are not allowed.
* Open-toed shoes and sandals without a back strap are unacceptable. Flip-flops are NOT allowed.
* Athletic shoes/sneakers are not allowed for non-physical education teachers.
* Facial hair must be kept neat and clean. Hair length should not impair vision.
* Hats and hoodies are not appropriate.

There are situations when individuals may need to wear specific clothing due to medical reasons. When such a case arises, the employee must provide the proper medical documentation to support the need for exemption from this dress code policy. Any employee deemed inappropriately dressed according to this dress code policy will be required to change to more appropriate attire.

Parents meeting, special ceremonies and first day of school are in formal dressing (i.e. tie, closed shoe.)

Staff members who do not, in the judgment of the principal, reasonably conform to this dress code shall receive a notice from the principal.  Repeated violations or refusal to comply with the directions of the principal by an employee could result in disciplinary action up to and including termination of contract.

**DAY TO DAY ETIQUETTE EXPECTATIONS**

* **Punctuality.** Abide by the school's contracted hours for teachers and show up on time (even early) for all work functions such as meetings and professional development events. If you do need to leave early, inform your administrator ahead of time. Most of the time they will understand, particularly if these absences are infrequent or if they are aware of an extenuating circumstance. Arrive on time: at least twenty minutes before the start of your first period. You should stay at least 8 hours of work time per day.
* **Effectiveness.** Use work time effectively and appropriately. This includes use of technology. Bidding on eBay, obsessively checking your personal e-mail account, and having extended texting or Skype sessions with friends during work hours are not appropriate work behaviours.
* **Behaviour in meetings.** It is important to engage in respectful behaviour during all school meetings. Whatever your role is in a meeting, you shouldn't be checking your cell phone or computer unless there is some type of emergency. If you need to contact someone during a longer training session, step out of the room discretely or wait for a break.
* **Communication.** Please take the time to proofread all e-mails and class mailings (i.e. newsletters). Have someone else proofread all professional documents before you submit them. Please provide the principal a copy of any formal communication before sending them to the parents.

TEACHER CONTRACTS

Contracts are generally provided on a 1-2 year basis. Teachers will be asked to declare their intent for the following on or before Nov. 30th, as stated in the contract.

**PAY**

Staff is paid on the last working day of the month, with the first payment occurring on the last day of August. Some staff may also receive paychecks on the fifth of every month, depending on contracts. Payment is made via direct deposit (in RMB). Savings accounts with ATM cards are set up at a local bank. Income tax is automatically deducted from salaries each month. Pay will also include your accommodation allowance.

**REIMBURSEMENT**

Staff will be reimbursed the cost of their flight tickets on arrival in Beijing (when appropriate receipts are provided). If a round trip ticket is purchased they will be reimbursed for half the cost at the beginning of the school year and the reaminder at the end of the school. The payment will be in RMB. Teachers wishing to purchase materials and resources locally must receive permission from the ygq principal via Vanessa Zang. Official receipts (fapiaos) must be provided for reimbursement. Check the supply room before considering purchasing teaching materials elsewhere.

**MONEY TRANSFER**

Staff is allowed to send up to 100% of their earnings back to their country of origin. The process is arduous and time consuming. Bank transfers can be arranged for larger sums: the employer must obtain tax receipts from the government and complete a number of forms. The employee must provide his or her passport and foreign expert certificate. The procedure at the bank generally takes 45 minutes and requires the presence of the teacher and school representative. As this procedure is extremely bureaucratic and time-consuming, the school arranges money transfers with those who require them three times a year.

CLASSROOM CLEANLINESS

The cleaning staff does not clean the classrooms. The students clean classrooms, and cleanliness is monitored by the Chinese and international homeroom teachers. The international homeroom teacher assigns two monitors on a weekly basis to empty the garbage every day.

Classrooms floors are swept and washed as per homeroom teachers. The major cleaning events (including locker checks) take place before the November, January, April and June exam periods.

**ATTENDANCE**

Teachers are expected to be in **class by the bell**. Students should not be dismissed prior to the end-of-class bell. Should a teacher become ill and require sick leave, he or she must call the school principal as soon as possible. There are no substitute teachers available, so internal coverage must be arranged. Colleagues will arrange to cover classes in extreme situations such as illness. For other necessary leave, please seek approval from the principal and personally arrange to swap classes with colleagues if necessary. Excessive absences or absences without notifying the principal may result in loss of pay. See the school contract for additional information as to compassionate leave.

TEACHER EVALUATION

Teachers are evaluated on an annual basis. A pre-conference is held prior to the lesson observation and a post-conference is held after the lesson. At least two lesson observations will be made, and teachers are provided with a written evaluation at the end of the year. Topics addressed include planning and organizing, strategies used in instruction and assessment, relations with students and staff, and classroom management. Teachers will be notified before their lesson observation and should have a lesson plan prepared and teaching materials for the principal. Short walkthroughs will happen periodically.

**STAFF MEETINGS**

Staff meetings are held regularly and all teachers must attend. Topics of discussion include reports on meetings with the Chinese administration, concerns about students, upcoming events, activities, and professional development. This time is to be used for co-planning and discussing subject-specific teaching methods.

**TEACHER CODE OF CONDUCT**

* Maintain a professional relationship with students at all times. Social activities with students must be authorized and conducted on campus.
* Maintain confidentiality about staff and school information with students. Maintain confidentiality about other students.
* Do not accept gifts or money from students or parents. If you receive something unexpectedly, inform the principal.
* Maintain a strictly professional physical and emotional relationship with students. If a student approaches you with a personal problem, deal with it in a caring yet appropriate manner.
* Remain calm and courteous in front of students, parents, and faculty - if any issue comes up with a student please take it outside the classroom or send the student to the principal.
* Admin will periodically check on lesson plans and course progress. Teachers should keep a binder or digital files with all plans and activities, and should be prepared at all times to explain their plans to admin.
* Collaborate with other faculty members to enforce the Student Code of Conduct and maintain high standards of student learning and student behavior.
* Maintain a professional relationship with other faculty members. Discuss issues directly with one another. If an issue can’t be resolved, go to the principal.
* Go directly to the principal with any major issues, problems, concerns, ideas, etc.
* Keep the environment safe, clean, and tidy - model hygienic behavior for the students.
* Attend all field trips, recruitment fairs, and other school activities that arise.
* Be flexible and be ready to accommodate sudden changes in your routine.
* Remember that your first responsibility is to provide the best education you can to the students of Yang Guang Qing - staff is strictly forbidden to tutor any YGQ students for money or other compensation.
* Consistent failure to adhere to the teacher code of conduct could result in termination of contract.

**PROFESSIONAL RELATIONSHIPS WITH STUDENTS**

* Teachers should not to engage in activities with students outside of school except those authorized and monitored by the school.
* Teachers may work in the office at any time after hours or during the weekends, but if a student is present, the teacher must inform the principal.
* Last teachers to leave should check that office and classroom doors are locked, and lights, AC/heaters and computers are off.
* Students are not allowed in teachers’ offices without teacher’s permission.
* Teachers must not engage in personal conversations, teacher/school business, or gossip with students. If a student requires mentorship and is under emotional stress, the teacher must inform others that he/she will talk privately with the student, giving the specific time and location, and a report of the conversation must be given to the principal.
* Social media communications with students must always be positive and professional.
* Teachers must not hug or put arms around students, hold hands with students, or touch students in any other way that might be construed as “friendship” or “flirtatious” touches. Touch must not go beyond appropriate professional teacher touches such as high-fives, handshakes, pats on the back, or touch to shoulder to get attention.
* When meeting with a student outside of class (e.g. to administer make-up tests, tutor, give extra help, etc), teachers must be in a public location and/or inform other teachers of intention, location, and times. Such meetings must be held during school hours (7:40 – 5:30)
* Teachers must not display favoritism towards students.
* Teachers must not wear students’ clothes or allow students to wear teachers’ clothes.
* Teachers must not drink alcohol with students, even at school-endorsed events.
* In the event that a teacher administers first aid or assists a student in an injury situation, the teacher must inform the principal.
* In the event that a teacher accidentally touches or gets touched by a student in a no-touch zone, or is engaged in physical interaction by a student, the teacher must report to the principal verbally or in writing, depending on the severity of the situation.

**CHINESE STAFF: AREAS OF RESPONSIBILITIES**

There are two groups of Chinese staff, each supervised by Principal Zhang (Chinese Principal). The first consists of the Chinese homeroom teachers (one teacher for each classroom). The second group is the classroom teachers. This group teaches in other parts of the school. Chinese Homeroom Teachers: are responsible for the following: Teach the Chinese curriculum, assess student, progress, Maintain a daily attendance register, Monitor student attendance, Student Marks, Parent – Teacher Interviews, Student conduct, Communication with parents, Classroom cleanliness, Extra-curricular and co-curricular activities, Supervise evening self- study. Chinese Classroom Teachers: are responsible for the following: Teach the Chinese curriculum, maintain a daily attendance register, Student Marks

**ETIQUETTE WITH OTHER TEACHER/STAFF**

* **Electronic communication.** All communication through school technology (phones, e-mail, WeChat, Skype, etc.) with fellow teachers should be something that you should be comfortable with any administrator or technology staff member reading. If it isn't appropriate for the school environment, save it for personal communication (i.e. home e-mail, personal cell phone). Aside from school sensitive topics, this includes communication such as inappropriate e-mail forwards.
* **Discretion.** Use discretion when talking about students and anything confidential with other teachers. There are situations where it's appropriate to discuss such topics, but it can be very easily lead to gossip.
* **Language/topics.** Use appropriate language and stick to appropriate topics in the school environment, particularly in front of students. This includes referring to other teachers as Mr./Mrs. \_\_\_\_ and not discussing students unless it is necessary for a given situation.
* **Social media communication.** There is nothing wrong with communicating with your fellow teachers on Facebook, Twitter, etc. Please note that pictures, however innocent, may be perceived differently by others. Those perceptions become reality in the minds of the beholder. However, it's important to keep school talk away from these public forums. Not only is it not professional, but you never know who might be reading. Keep comments on your Facebook page and Twitter feed about school positive and fairly general.

Extra-curricular Activities (ECAs)

All teachers are responsible for providing one extra-curricular activity for students. ECAs should be run weekly and conducted in English. ECAs may include Drama Club, Volunteer Club, Board-Games/Chess Club, Debate Club, Movies/Culture Club, Student Council, Yearbook, sports, and anything else teachers/students deem suitable.

Field Trips

A class trip is organized by the Chinese staff twice a year and includes all students and teachers. Staff and students travel by school bus to the chosen destination. Student Council may have some input with the destination.

Speech Competition

The speech competition is held every Spring. This gives students an opportunity to practice and showcase their speaking skills. Finalists will deliver their speech to the whole school.

**Detentions:**  The foreign staff supervises detention. Teachers are responsible for assigning and supervising the detentions. Teachers will use appropriate disciplinary forms as outlined by the principal.

Western Celebrations

A Halloween party is held on or near Oct. 31. Students and teachers have the option to dress in costume, carve pumpkins and play games such as bobbing for apples, mummy wrap (with toilet paper), musical chairs, charades etc., organized and hosted by Student Council. Prizes are awarded for costumes, classroom decorations and candy is provided to the students, also funded and organized by Student Council. Student Council organizes a Winter Gala around Dec. 25.

GRADUATION

The Chinese and Foreign Principals and Admin, one parent and the valedictorian, makes speeches. Attainment awards are presented to the students with the highest marks in each class. Special awards are awarded in various categories to students selected by the foreign teachers. Parents and grade 10 and 11 students from the school are invited to attend. Following the ceremony, the students and their parents may take photos with their foreign teachers.

**BINDER/ Digital Files**

All teachers are required to have one binder/digital files for each of the courses taught. It is the teacher’s responsibility to keep his/her binder updated to meet the requirements of the school especially in preparation for the annual inspection by the Ministry of Education. Below is a checklist to help you organize your binders.

* Syllabus – Class rules, teacher info, grading criteria, student materials
* Lesson plans
* Seating arrangement
* Rubrics
* Resources
* Handouts
* Assessments/Projects
* Binder tabs with labels for easy viewing

**FOREIGN ADMINISTRATION AND STAFF**

**YGQ Principal:** Marks verification to Manitoba, Graduation, Manitoba Provincial Exams, Report Cards, Communication with parents, Assigning student credits for the Manitoba program, Parent – Teacher Interviews, Student absenteeism, Classroom/school conduct, University applications, General welfare of the students in the Manitoba program, Teacher evaluation, Extra-curricular and co-curricular activities, Coordinating Professional Development activities, School Plan, disciplinary aspect of the whole school

Orient new teachers to their new positions making them aware of the current processes, procedures and available resources, School calendar, Strive to establish and maintain a link between foreign and local faculty in form of professional and social communication, Promote and maintain sound personal and professional relationships among staff members, as well as between staff and students, Dissemination of organizational information in many forms such as work email, master calendar, handouts, etc., Make recommendations to decision making institutions concerned about the filling of positions and advancement of staff

**SBS Program Academic Dean:** Coordinating in the registration of students for the SBS courses, Marks verification to SBS , Designing and approving course scheduling in coordination with other departments, Graduation requirements and credit fulfillment, Overseeing credit transfers along with SBS, Training and orienting new staff in regards to GAC & online courses, Handling and distribution of passwords, Report cards, Fostering a safe, collaborative and equitable environment for staff and students.

**Teachers:** Teach their respective curricula, Assess student progress, Maintain a daily attendance register, Student marks, Parent – Teacher Interviews, Student conduct, Homeroom student support , Classroom cleanliness , Classroom environment, Extra-curricular activities, Respect the cultural differences

**ETIQUETTE WITH ADMINISTRATORS**

* **Respect.** Even those who have great teaching positions will most likely encounter one or two administrators during their teaching careers who they really don't respect or just don't get along with very well. Regardless of any differences, it is still important to treat your administrators with respect both directly and with your other co-workers.
* **Communication.** Learn how your administrators like to communicate. Within a single system, there may be differences, such as how the principal communicates with staff vs. how the superintendent communicates. Some administrators appreciate a quick phone call/wechat or e-mail to give a heads up about an issue, even if it may require a longer discussion later, while others would rather talk it all out in person. If you're new to a school system and aren't sure how to begin, get tips from your co-workers.
* **Maintain an appropriate relationship.**

**POLICIES FOR STUDENTS**

 **RECOGNITION**

Each month, foreign teachers will choose a student of the month. We will announce all award winners and give them their certificates during student assemblies.

Students of the Month:Awards can be for being inspirational**,** creating something brilliant and original, improvement in any area**,** helping others**,** excellent participation during a lesson**,** winning games and activities**,** up to the teachers’ discretion

**STUDENT ATTENDANCE**

Students are expected to attend class on time.

* Arrival after the second bell results in the student being recorded late on the attendance register.
* Students absent from class must provide a written note explaining their absence. This note may take the form of a medical certificate, a note from the Chinese homeroom teacher or a note from the parents. This note will be in Chinese, teachers must get this information from the Chinese homeroom teacher.
* Excessive lates will result in lunchtime detentions.
* Truancy will result in being reported to parents.

**STUDENT ASSESSMENT AND EVALUATION**

**Assessment**

Foreign credit courses are taught and assessed according to their respective requirements. Formative assessments such as pre-tests, questioning and homework checks are used. Summative assessments include writing assignments, lab reports, quizzes, tests and exams.

Mid-term exams take place in January.

There are also provincial English and Math exams that are completed in June for the grade 12 students. Provincial exam scores are worth 20-30% of the students’ final grades in these courses.

**Evaluation**

Report cards are prepared and sent home four times throughout the school year – November, January, April and July. Parent-teacher conferences are held after each reporting period. Parents of students who are at risk of failing may be asked to come at any time. If you are concerned about a student, please inform the principal so steps can be taken.

**Credit Recovery (Manitoba Courses)**

When a student completes a course within a school year or semester, but is not successful with the curriculum expectations to a passing level, there is a credit recovery option.

Principal and teacher will conduct a promotion meeting and identify the gaps not achieved by the student.

Students will complete a Credit Recovery Unit of Study based on the needs outlined in the promotion meeting. In a small caring setting students will complete this unit with teacher supervision. This Unit will take 18 hours (approximately 30 40 minute classes) to complete. Dates and times will be determined by the school.

This Credit Recovery option is only available to students who achieve 35 – 49% as a final grade. Students who achieve lower than this grade must repeat the course.

**Credit Recovery Units**

1. Upon successful completion of the Credit Recovery Unit students will have demonstrated the grade outcomes to achieve a passing grade of 55%.
2. If a student is not successful they will need to repeat the course or re-enroll in the Credit Recovery process TBD by principal and school.
3. The Unit of study will be created from Distance Learning (Independent Learning Courses) maintained and updated by the Ministry of Education of Manitoba. Supervising teacher will oversee the unit of study based the gaps identified in the promotion meeting.

CLASS RULES

1. Respect: Self, Teachers, Other students, Workers in the school

2. Study and learn: Do homework and assignments, Ask questions, Ask for help, always do your best, be honest - no copying, cheating or plagiarizing

3. Come to class: Be in class on time, Bring a note to explain any absence, Tell foreign teachers if you will be away, Truancy = 3+lates = Detention

4. No phones in class unless approved by teacher to assist with instruction: Students will receive consequences that fail to abide by proper phone use as outlined by the classroom teacher. ie. Loss of phone, detention, contact home

5. Keep the classroom clean: Put garbage in the garbage can, Class monitors will empty the garbage cans every day and make sure the room stays clean

6. No eating during class time

7. No smoking in the school: Foreign teachers will take away cigarettes and lighters if they see them. Students caught smoking will be suspended, parents notified, may attend anti-smoking seminars, clean the school

8. Uniforms: Must be worn at all times

Teachers should be vigilant and consistent in enforcing school policies and the student code of conduct (see appendix). Teachers may choose to employ additional classroom rules and learning contracts. Homeroom teachers should be especially strict in monitoring appropriate behavior. The principal will also monitor student behavior. Any issues should be brought to the attention of the principal.

**Technology and Acceptable Use:**

Computer Lab & Personal Device Procedure:

-Please do not turn on/off the computers or personal devices until instructed to do so.
-Please do not bring any food or drink (including water) into the computer lab.
-Make sure that you take all of your belongings (including trash) with you when you leave.
-If something is not working properly, inform the teacher. Please do not attempt to fix it yourself.
-Please sit in arranged groups in the lab, and keep your voice at a tolerable level.
-Please follow all directions given by the teacher.
-Remember, all normal classroom policies (cell phones, uniforms, etc) apply.

Acceptable Use Policy

-Computers and personal devices are only to be used when instructed by the teacher.
-Computers and personal devices are to be used for educational or class purposes only. Please refrain from games or social media which is not related to schoolwork – this applies to personal laptops or electronics (cell phones, iPads etc).
-Please only access sites that are related to the current lesson.
-Please do not share any personal user ID’s, passwords or Wifi account information.
-Please do not post any material that may be deemed inappropriate or offensive to others.
-Please do not download any executable files onto school lab computers without prior permission from the teacher.
-While researching, make sure all work presented as your own is authentic and use proper citations.
-Student cell phones should not be used to connect to WLAN at any time – unless instructed by a teacher. Students who do so will be in violation of cell phone policy.

Students in violation of the above guidelines may be disciplined as follows:
First offense: Removal from the computer lab/loss of personal device privileges for one day
Second offense: Removal from the computer lab/loss of personal device privileges for one week and parent contact.
Third offense: Removal from the computer lab/loss of personal device privileges for one month and parent contact.
Fourth offense: Removal from the computer lab/loss of personal device privileges indefinitely, with a parent meeting and behavior contract necessary for re-entry.

ACADEMIC HONESTY

It is important that students learn and practice academic integrity in Yang Guang Qing School. Students are responsible for knowing what academic honesty and academic dishonesty are. Teachers are responsible for discussing with students the guidelines they will follow with respect to academic dishonesty, paying particular attention to cheating and plagiarism.

Plagiarism

Plagiarism is the taking of the ideas or words of another and passing them off as one’s own. This can include copying the homework or assignments of others, as well as copying work from answer keys, textbooks, the Internet, and other sources. Teachers are responsible for ensuring students understand the concept of plagiarism. It is important students know the difference between cooperative learning activities in which working together is permitted, and when copying work from another student is dishonest. \*Useful website: turnitin.com

Penalties for plagiarism may include the following: resubmission of the work in question, assignment of additional work, detentions, reduced or failing grade or zero for an assignment.

Cheating

Cheating in exams or tests may take the form of copying from another student, or bringing unauthorized materials such as crib notes and cell phones into the room. Teachers are responsible for carefully invigilating tests and exams in order to reduce opportunities for cheating.

The following steps may be taken if a student is caught cheating on a test or exam:

1. The teacher shall confiscate any evidence of cheating (e.g. notes, programmed calculator, etc.)
2. The teacher shall take the test from the student and send the student out of the exam room. The student shall receive a grade of zero for the test or exam.
3. The teacher shall prepare a written report of the incident.
4. The principal shall conference with the teacher.
5. The principal shall conference with the student, discussing the cheating policy and its consequences.
6. The principal shall inform the parents of the event and its consequences.
7. Students caught cheating may be allowed to take the evaluation again. The teacher should set an alternate evaluation and administer it to the student during detention.

If a student is suspected of having cheated **after** a test or exam has finished (eg. two test papers are exactly alike, including errors) the teacher should bring the test papers and all students in question to the principal as soon as possible after the test.

*Gross infractions of the above guidelines may be treated as a ‘fourth offense.”*

*\**Plagiarism is a serious offence with penalties ranging from a zero on the plagiarized assignment to possible expulsion from the program. Please also note YGQ policies on plagiarism: \*\* All work submitted to any course must be written in your own words at all times – NO EXCEPTIONS! Repeated offenses against this policy can lead to no credit for courses or expulsion from the Yang Guang Qing International School of Beijing program.\*\*

**FACILITIES**

Staff Offices

The office is equipped with a refrigerator, microwave and water machine. Each teacher has his or her own desk, some filing and storage space, and a desktop computer with Internet access, connected to a printer. Staff have access to a scanner, as well. A variety of print resources are available in both offices.

**Classrooms**

Classrooms are located in the main school building. All classrooms are equipped with a computer and overhead connected to a touch screen. The computers in the computer lab have Internet access, a USB port and speakers. Generally, students remain in their homeroom classrooms for their Chinese lessons, and the Chinese teachers move from room to room. The keys to the computer units are kept in the principal’s office when not in use. The students move to the Canadian teacher’s homeroom for Canadian classes. Extra keys to Canadian teachers’ classrooms are kept in the principal’s office when not in use.

**Libraries**

The Yang Guang Qing library is located next to the principal’s office. Students can sign out fiction and non-fiction books. The student textbooks and other resource textbooks are also shelved in the library. At present, there is not a librarian on staff, but a teacher or teachers can, in lieu of running a lunchtime activity, be responsible for checking books in and out, and shelving books. A Chinese language library is housed in the library building, a short walk from the main classroom building.

**Computer Labs**

One computer lab is located in the Yang Guang Qing classroom area east corner. There are 30 computers with Internet access. Three other computer labs are located in the library building. There is an Apple computer lab on the 5th floor that is accessible to all teachers and students.

**Science Labs**

Labs for biology, chemistry and physics are housed in the library building. If a lab is required, arranging a time frame to access this area with the Chinese science teacher is encouraged.

**Gymnasium**

An outdoor sports field consisting of a 400m running track, gym (newly constructed), soccer field, basketball court and two tennis courts are available for student use. During appropriate weather, Phys. Ed. classes are held outside. During inclement weather or poor air quality days (240+), classes can be held in the common area in front of the stairs/elevator. An outdoor stadium that seats 5000 people is located on the school grounds. It is used during the school track and field day and is rented out to different groups.

Auditorium

The main auditoriums are located on the fifth floor, east and west side (ladder room). Student assemblies will be held there approximately once a month for one class period. Second floor auditorium is also used for Student Assemblies, Galas etc.

**Cafeteria**

The cafeteria is located on the first floor for students and second floor for staff in a building behind the school. Breakfast and Lunch are free and served daily between 11:30 and 1:30. It consists of soup, rice, bread, 2 vegetable dishes and 2 meat dishes. Staff can have any one of the meals offered throughout the day: breakfast, lunch and or supper. Staff is issued a card to use to purchase food in the cafeteria. Chinese staff recharges the cards throughout the year. If the card is discharged before the recharge time, it is the teacher’s responsibility to recharge it.

**Staff Cafe**

A new addition to the school is the spacious staff café located on the 4th floor. Foreign teachers are allowed one beverage each day by signing the book located in the café.

**School Hospital**

The school hospital is located in the dormitory. Nurses who assist students and teachers and provide first aid treatment staff the hospital. YGQ Manitoba Program also has a first-aid box located in the main office area.

**BOARDING AT THE SCHOOL**

While most of the students attending the Chinese program live in the Yizhuang area, the majority of students attending the Yang Guang Qing School live outside of this district. As a result, most of the students in YGQ board at the school. Many are Beijing residents and go home on the weekends. However, some students are from other provinces. They remain at the school on weekends, only going home at the holidays.

Students who board at the school have compulsory self-study Sunday through Thursday evenings from 6:30 – 8:30. The Chinese homeroom teachers supervise self-study sessions. Students who live in the community are not required to attend evening self-study.

FIRE SAFETY

1. Equipment - Fire alarms are located in each classroom wing. Hoses and other equipment are located in each classroom wing.

2. Fire Drill - A fire drill is held usually in November. 119 is the fire department emergency number in China. Fire Exit Routes are posted on all classroom walls and staff rooms. When an emergency bell rings, students and staff are to respond to the bell in an orderly fashion. Students and teachers proceed down the stairs, out the back door of the school and meet on the sports field, as indicated on the map posted in all classrooms and the staff rooms.

Speeches will be made, and staff and students return to the school in time for the start of next period.

**Manitoba program Overview**

**Grade 10**

Most students enter the Yang Guang Qing Program in grade 10. They attend Chinese classes as well as Foreign classes.

YGQ is has two pathways for students entering in grade 10. Students are streamed into the International or Blended Programs. Foreign classes for the Grade 10 M (Blended) program are PE, Geography, Science, English, ESL. Foreign classes for the Grade 10 MI (International) program are PE, Geography, English, Drama, Careers, Math, Science.

In addition, students take supplementary ESL – Literacy and Listening/Speaking classes. This course does not count for credit toward the Manitoba diploma or BC diploma. The focus of the course is to improve academic English fluency and raise students.

The students’ English language abilities vary greatly, so they are assessed during the first week of classes. Students complete reading comprehension and grammar tests. Oral testing evaluates their listening and speaking abilities. This assists staff implementing appropriate programs to best suit the students learning abilities. They are streamed for their Chinese classes. Their Chinese academic level and English level may differ. Students who start at a low level of English may be awarded “E-designated” credit for their Grade 10 Manitoba Curriculum courses and their work will be differentiated accordingly.

**Grade 11**

Students in the International and Blended programs require 4 compulsory credits in ELA, History of Canada, Mathematics and PE.

The International students require 3 optional credits selected from any subject area at any grade level from 9-12. Students must meet the requirement of completing at least one Grade 11 credit and two Grade 12 credits as options.

The Blended students must complete three Optional Credits taught in English or Chinese. Students must meet the requirement of completing at least one grade 11 credit and two Grade 12 credits as options.

In grade 11, students continue in their Chinese studies, taking the following subjects: Politics, Chinese Literature, Mathematics, Physics, Chemistry, Biology and Phys Ed. They have 19 periods of Chinese classes each week.

Students are placed into their grade 11 ELA and ESL classes based on their English ability level. Placement is based on their oral testing and grade 10 ESL marks. No E-designated credits are awarded in Grade 11. No students are permitted to enter the program at the grade 11 level, as they do not have the grade 10 Manitoba prerequisites.

**Grade 12**

Students finish their Chinese course work in Politics, Chinese Literature and Mathematics in the fall term. They write their final Chinese exams in January, prior to the Spring Festival Holiday. In the fall term, students have 12 periods per week of Chinese classes. These periods become study periods in the second term and can be used by Canadian teachers to teach additional material in the Manitoba curriculum as needed. Phys Ed. continues throughout the year.

**ATTENDANCE**

If a student is accumulating absences and appears to be in danger of failing due to absences, his/her parents will be notified by telephone and in writing. If a student chooses to leave school for an extended period of time, the foreign teachers will not be responsible for setting make-up work for the student (except in extenuating circumstances such as hospitalization or family emergency). Students who miss classes must copy notes from classmates and ask the teacher after returning for any missed assignments/tests.

**Graduation**

To earn a Manitoba High School Diploma YGQ students must successfully complete 30 credits between grade 9 and grade 12. (One credit is based on a curriculum designed for 110 hours of instructional time)

Students are granted 8 grade 9 credits upon enrolment

In grade 10 – 12 students in the MI/M program must successfully complete the remaining 22 credits.

Within the optional courses, at least one credit must be at the grade 11 level and at least two credits must be at the grade 12 level.

YGQ students must write the Manitoba Grade 12 English Language Arts Standards Test (examination) and their mark on this test must count for 30% of their final mark. This test is based on Manitoba curriculum and must be written in English

YGQ students must write the Manitoba Grade 12 Pre-Calculus, Applied or Essential Mathematics Test (examination). These tests are based on the Manitoba curriculum and must count for a percentage of their final math mark.

**UNIVERSITY REGISTRATION AND STUDENT VISAS (MANITOBA)**

**GENERAL INFORMATION**

The principal is in charge of university registration and home stay applications. The business manager and a visa agent take care of student study permits (visas). Student visa requirements are explained to students at the time of enrollment. In October, representatives of The University of Winnipeg and The University of Manitoba visit the school and make presentations to the students. A meeting with parents is held during the November parent-teacher interviews. The student visa procedures are discussed. University applications, including interim mark transcripts and application fees are submitted to the universities in late February. Students should have their passports by this time. When the university acceptance letters arrive, the student visa applications are submitted to the Canadian embassy. A number of documents must be provided in order to obtain a study permit. They include the university acceptance letter, proof of identity, proof of financial support, and letter explaining why the student wants to study in Canada. Students must also pass a security check and a medical exam. Processing generally takes a minimum of two months.

**LANGUAGE PROGRAM AND DIRECT ENTRY TO UNIVERSITY**

Students must meet a language requirement in addition to the general entry requirements in order to obtain direct entry to a Manitoba university. The University of Winnipeg requires student have a minimum of 70% in one grade 12 ELA course for direct entry. The University of Manitoba requires a minimum of 75% in both grade 12 ELA courses. Students may also gain direct entry by meeting the TOEFL or IELTS standards. Direct entry to non-Manitoba universities is possible only by meeting the TOEFL or IELTS standard.

Students who do not reach this level of language proficiency must enter into the Language Program. This includes students that graduate with both the Chinese and Manitoba high school diplomas, as well as those who only graduate with the Chinese high school diploma. The universities assess the students’ reading, writing, listening and speaking capabilities in the first week of the Language Program. Students are then placed into one of five levels (level one being the lowest). Their progress is assessed at the end of each term. Students can begin their studies in university with the successful completion of level 5. The University of Winnipeg requires that students be at least level 3 in the language program in order to enroll at the Collegiate.