

# **DALIAN MAPLE LEAF FOREIGN NATIONALS SCHOOL**

This information is intended to serve as a reference for newly hired as well as experienced staff assigned to the Dalian Maple Leaf Foreign Nationals School. Information is provided as of July 2007. Readers are encouraged to check with the School principal or office staff to get any updates that may apply to schedules or other significant information.

Dalian Maple Leaf Foreign Nationals School  
30 Gaoyuan Street, Zhonghsan District,  
Dalian, China 116013

# **Teacher Orientation Information**

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## **Introduction**

Welcome to Dalian Maple Leaf Educational Systems and Dalian Maple Leaf International School (the School). This *Teacher Orientation Manual* is designed to provide you with information regarding Dalian, Maple Educational Systems and its Schools, Students, Teachers, Policies, Procedures and other matters that will increase your understanding and assist in your adjustment to living in the Dalian area and teaching in the School.

### I. Dalian Area

#### 1.1 Dalian

**The Dalian Maple Leaf Foreign Nationals School is situated in Dalian, in the Tiger Beach area.**

##### A. Geography

Dalian is located 500 kilometers east of Beijing on the west coast of the Pacific Ocean at the southern tip of Liaodong Peninsula, which extends into the Yellow Sea. Dalian occupies a total area of 12, 574 square kilometers including 2,415 square kilometers in the city proper. Dalian claims a coastline of 1,906 kilometers in which there are over 30 harbours and bays of various sizes. It includes 705 islands with a total land area of over 30,000 hectares.

##### B. Population

Dalian's population is approximately 5.5 million. Many minority people live among the Han Chinese people in Dalian.

##### C. Economy

Dalian is an important seaport, a center of industry, trade and tourism, and one of China's 14 free economic zones. In 1985 the Chinese government established Dalian as a coastal "open city" with the independent right to import and export. It was also granted special budget privileges and local administrative jurisdictions. Dalian is ranked the 8<sup>th</sup> city among the top 50 major cities in China in terms of economic strength.

Dalian actively seeks to develop closer relationships with other countries and regions around the world. The city has already established fraternal relations with 9 cities from 6 countries including Canada, Japan, United States, France, Germany and Russia.

Dalian Zhoushuizi International Airport is one of the 16 international airports in China. Dalian is connected directly by air to over 40 cities in China and around the world including Beijing (50 minutes), Shanghai (1.5 hours), Tokyo (1.75 hours), Seoul (45 minutes) and Hong Kong (3 hours).

#### D. Culture

Dalian is well known for many performing troupes such as the Dalian Beijing Opera Troupe and the Dalian Acrobatics Troupe, which perform both locally, nationally, and internationally. The annual Dalian International Fashion Festival is the largest festival of the city bringing together many participants from many countries. This can also be said of the Dalian International Fireworks Festival. The annual Dalian Maple Leaf Cup English Speech Contest is sponsored by Dalian Maple Leaf Educational Systems. Every year approximately 10,000 citizens participate in this activity.

#### E. Customs and Traditions

Most Chinese people are courteous to foreigners. They are generally curious but reserved until they see that you are friendly and open to them. Some people will stare at you or gather around you when you are shopping and to see what you are doing or buying. Chinese people have different attitudes and ideas regarding different things because of their background, education and culture.

#### F. Food and Drinks

There are many excellent Chinese and western restaurants in Dalian and Kaifaqu. Many foreigners reside in Dalian, and many restaurants have menus that include English or pictures. Dalian is well known for its seafood dishes. In addition, in both Dalian and Kaifaqu western chain restaurants like McDonalds, KFC, Pizza Hut and Starbucks are available.

#### G. Shopping and Transportation

Shopping in China is quite an experience. One can bargain in most shops and stores except the larger department stores. Sometimes one can beat the price by half or more. There are several modern department stores and shopping malls in Dalian. In addition to Chinese chain stores there are Walmarts from the USA, Carrifours from France, and MyKals from Japan. There is a new Metro store where western foods, wines, office supplies and household goods are sold. The B & Q next door is a large western-style "Home Depot" hardware store. In addition to taxis and busses, a fast train is available from the school to Kaifaqu and on to Dalian. One stop is right at the Metro store.

#### H. Sports and Recreation

Dalian was appointed by the National Sports Committee as the national key city for football (British soccer). There are more than 1000 soccer teams in Dalian. Dalian She De Soccer Team has been the national champion in China Group A Professional Soccer League several times.

Dalian is also the cradle of track and field events in China and hosts international sports meets, including, an international marathon every October.

A variety of recreational facilities are available in Dalian, including indoor ice hockey, physical fitness gyms, bowling alleys, tennis courts, indoor swimming pools, golf courses, squash courts, night clubs, museums and parks.

## 1.2 Dalian Economic & Technological Development Zone (Kaifaqu)

Built up from farmland approximately 20 years ago, Kaifaqu is a rapidly growing district of Dalian. Kaifaqu is 30 minutes northeast of downtown Dalian, and has a population of approximately 1 million. Thousands of joint ventured and foreign investment factories are located here.

Kaifaqu provides recreational facilities for squash, bowling, tennis, golf, exercise gyms, and more. There are some parks and walking areas, especially along the seaside. Most restaurants, shops and other basic shopping facilities are within walking distance from its core. Several western style restaurants and pubs are located here.

The Dalian Maple Leaf International School: Elementary Campus is located in Kaifaqu.

## 1.3 Golden Pebble Beach (Jinshitan) National Holiday Resort

Jinshitan National Holiday Resort is approximately 30 minutes from Kaifaqu and 60 minutes from downtown Dalian. It was approved for construction in October 1992 as a recreational area. It houses a golf COURSE that is rated as one of the best and largest in Asia, large beach areas, a Chinese martial arts club, a film and fashion model school, an international convention centre, and a hot spring resort.

The Senior High Campus of Dalian Maple Leaf International School is located in Jinshitan, a 5-10 minute walk from the beach.

## 1.4 Daheishi Holiday Resort

Daheishi Holiday Resort is 30 minutes from downtown Dalian and 20 minutes from Lushun. In Daheishi there are beaches for swimming, parks and a Buddha of thousand hands. This holiday resort attracts a large number of tourists each year because of its beautiful blend of mountains and sea.

The Middle School (Junior High) Campus of Dalian Maple Leaf International School is located in Daheishi.

## 1.5 Downtown Head Office

Maple Leaf Educational Systems' Head Office is located in downtown Dalian, at the foot of Baiyun Mountain. Nearby are the TV University, Dalian Municipal Library, Dalian Municipal Government and Olympic Stadium. This area is the political and cultural center of Dalian.

Maple Leaf's Institute of Technology is currently housed in the Maple Leaf Educational Systems Head Office Building, which is located in this area.

## 1.6 Climate and Weather

Dalian and Kaifaqu have a moderate climate, partly due to the influence of the sea. In mid-summer temperatures register in the 20-30's range; some days with high humidity. In the winter, temperatures generally hover near 0, although temperatures may drop to as low as -20 degrees C, with a strong wind from the North that produces a severe wind chill factor. Known as the warmest city in the Northeast, Dalian's average high and low temperatures for each month are as follows:

Month	High	Low
January	4°C	-5°C
February	5°C	-3°C
March	6°C	-2°C
April	8°C	0°C
May	13°C	4°C
June	17°C	10°C
July	23°C	20°C
August	28°C	24°C
September	20°C	14°C
October	12°C	8°C
November	3°C	-4°C
December	1°C	-10°C

(As provided by the Dalian Weather Broadcasting Station Centre)

The annual average days of precipitation are 79 and the annual average precipitation is 550-950 millimeters. Frost-free season lasts between 180-200 days/year. The average relative humidity is 66%. The average sunshine hours are 2500-2900/year.

## II. The Schools

### 2.1 Board of Directors – Chair and Vice-Chairs of Maple Leaf Educational Systems

Mr. Sherman Jen

Chair and Headmaster

Mr. Sherman Jen is Chair of Maple Leaf Educational Systems' Board of Directors and Headmaster of the Dalian Maple Leaf International School. Mr. Jen's vision has come to fruition. As a Chinese immigrant to Canada, he saw the need for education that would blend the traditional strengths of the Chinese system of education, e.g. dedication, commitment, respect, work effort, memorization, computational skills, etc. with the strengths of the Western system, e.g. higher-level thinking, problem-solving, creative writing, research skills, group discussion and decision-making practices, etc. He opened the

Dalian Maple Leaf International School in 1995 with 14 students enrolled. Mr. Jen approached British Columbia's Ministry of Education regarding the possibility of inspecting and certifying his school in Dalian, China. The Dalian Maple Leaf International School became the first pilot school for that which developed into British Columbia's Offshore School Certification Program. Today Maple Leaf Educational Systems operates 6 schools with over 3800 students enrolled. It is opening a seventh school in Shenyang in September 2006. Mr. Jen has received numerous awards and honors, including Ten Top Outstanding Figures in Chinese National Independent Schools, Honorary Citizen of Dalian and Member of the Liaoning Provincial People's Political Consultative Conference.

Mr. James Beeke

Vice-Chair and Superintendent of British Columbia Programs

Mr. James Beeke is Vice-Chair and Superintendent of Schools for Maple Leaf's British Columbia Programs. Mr. Beeke's educational career spans 35 years. It includes teaching and administrating elementary and high schools. He was a school principal for more than twenty years prior to entering British Columbia's Ministry of Education as Deputy Inspector of Independent Schools. Mr. Beeke served as Deputy Inspector for two years and then as the Inspector of Independent Schools for seven years before retiring in June 2005. He commenced his Vice-Chair and Superintendent positions with Maple Leaf Educational Systems in August 2005. Mr. Beeke holds Bachelor (Education) and Masters (Education Leadership) degrees and has received Certificates of Recognition/Achievement from the Minister of Education of British Columbia, Canada and the Consul General of the People's Republic of China in Vancouver. He is the author of several published textbooks and a frequent speaker at conferences and professional development seminars in North America, China and internationally.

Mr. Li Wangqing

Vice-Chair and Director of Building of Properties

Mr. Li is Vice-Chair and Director of Buildings and Properties. He has served as a Vice-Chair since 1995. Prior to this, Mr. Li served as Vice Secretary-General of CCPC Shijiazhuang Committee, Director General of Shijiazhuang Foreign Economical Trading Bureau and Director and General Manager of Sherman Real Estate Development Co. Ltd.

Ms. Zhang Jingxia

Vice-Chair and Comptroller

Ms. Zhang is Vice-Chair and comptroller for Maple Leaf Educational Systems. She has a strong background in financial management and accounting. Prior to joining Maple Leaf, Ms. Zhang worked in Jilin Province Dunhua City Pharmacy Factory as Director of Finance. She has been a Director and Financial Executive Officer since 1995.

## 2.2 Mission Statement and Goal

Maple Leaf Educational Systems' mission is to provide quality educational programs from pre-school through university that blend the strengths of East and West in education. The programs offered incorporate the strong work ethic, strict discipline, memorization skills, and drive for excellence developed over a millennium in China's educational system. This is blended with a western educational program that incorporates a wide variety of teaching strategies and learning activities, such as listening, seeing, doing, speaking, discussing, reading, writing, analyzing and creating. Higher level thinking skills, problem-solving approaches and group work are implemented throughout. Maple Leaf's educational programs are implemented, policies administered, student discipline exercised and school environments generated that promote healthy student development academically, spiritually, emotionally, mentally and physically.

Maple Leaf Educational Systems' goal is to blend the best of the East and West and provide an excellent quality educational program that prepares its students, regardless of race, colour or country of origin, for the international world of tomorrow.

### 2.3 Programs

Maple Leaf's Foreign Nationals School (K-9) and its High Schools (grades 10-12) offer British Columbia, Canada programs, taught entirely in English by British Columbia certified teachers. These programs are inspected annually, on-site and are certified by the Ministry of Education of British Columbia. Students are enrolled as British Columbia students. Students in these schools complete the same courses, meet the same learning outcomes, and are assessed in the same manner according to the same standards. High school students write the same provincial examinations and graduate with the same British Columbia high school diploma as students residing in British Columbia, Canada.

In addition, Chinese students complete extra Chinese courses, such as Chinese, History, Geography, Political Science and Chinese Language, and graduate with a Chinese high school diploma as well. These Maple Leaf programs meet all British Columbia curriculum and Offshore School Program standards, as well as the inspection requirements of China's Education Authorities. Chinese as a second language (CSL) is provided for foreign students.

Maple Leaf's Chinese Elementary (K-6) and Middle (grades 7-9) Schools offer quality Chinese programs that are inspected and certified by appropriate Chinese Education Authorities. English as a second language (ESL) is provided.

### 2.4 Brief Overview and History

Maple Leaf Educational Systems is a rapidly growing educational firm in the People's Republic of China. It has grown from one school with 14 students ten years ago, to operating a Pre-school, Primary School, Middle School, High

School, Foreign Nationals School and a Post-secondary Institute of Technology in Dalian, Liaoning Province, China.

Currently more than 3,800 students are enrolled in Maple Leaf schools. More than 300 teachers and 600 staff (including teachers) are employed by Maple Leaf Educational Systems. More than 100 of the teachers employed are British Columbia, Canada certified.

A second high school will be opened in September 2006 in Shenyang, Liaoning Province, China.

1995

- Founder and headmaster, Mr. Sherman Jen, opened Dalian Maple Leaf International School, enrolling 14 high school students
- Jinshitan site secured.

1998

- Dalian Maple Leaf International School is inspected and certified as British Columbia's first Offshore School Program

2001

- Opening of second campus in Kaifaqu

2003

- Opening of Maple Leaf Educational Systems Main Office Building (which currently also houses the Maple Leaf Institute of Technology)
- Opening of Daheishi (Black Mountain) Campus

2004

- Opening of Maple Leaf Institute of Technology (in cooperation with BCIT)
- Opening of Maple Leaf Kindergarten [Pre-School] (in cooperation with Learning Vision: Singapore)

2006

- Opening of newly-renovated campus for the Foreign Nationals School (February)
- Opening of Shenyang Maple Leaf International School (September)
- Opening of two more Maple Leaf Pre-Schools

2007

- Opening of (BC) English Pre-School at the Dalian Foreign Nationals School
- Opening of Wuhan Maple Leaf Foreign Nationals School (March) and Wuhan Maple Leaf International High School (September)

## 2.5 Maple Leaf Schools' Uniqueness

- Inspected and certified by both British Columbia, Canada and Chinese Ministries of Education.
- Chinese students are enrolled as British Columbia students.
- Grade 12 students graduate with both British Columbia and Chinese high school diplomas.
- Educational Program that blends the strengths of East and West.
- Only British Columbia, Canada certified K-12 educational program in China.

## 2.6 Canadian (BC) and Chinese School Program Certification of Maple Leaf Schools

British Columbia, Canada Ministry of Education Certification requirements include such items as:

- All courses taught in English
- Principal and teachers are all British Columbia certified
- Instruction meets subject time requirements
- Courses meet specified learning outcomes
- Official British Columbia student records are maintained
- Sufficient courses to enable students to meet all grade 10-12 requirements
- British Columbia's Performance Standards are used in K-9 student assessment
- Grade 10 -12 students write all British Columbia Provincial Examinations
- School must pass rigorous, annual, on-site inspections by British Columbia's Ministry of Education
- Inspectors review:
  - Course overviews
  - Teachers' daily lesson plans
  - Student assessments
  - Classroom resources/facilities
  - Student work samples
- Inspectors review administrative practices, teacher certification and student records

Chinese Provincial Education Commission Certification requirements include such items as:

- Chinese courses taught in Mandarin by Chinese certified teachers
- Chinese certified Principal
- Chinese courses must meet provincial standards
- Approval of equivalency credits for British Columbia courses
- Satisfactory student attitude, discipline and work ethic
- Dual certification with a foreign country is new in China; a New Reform Program
- School is approved by National, Provincial and Municipal governments

**Note: Maple Leaf's Foreign National Schools are British Columbia but not Chinese certified as they enroll only students with foreign-passports – no mainland Chinese students.**

#### 2.7 Maple Leaf School System Insignia

The insignia for Maple Leaf Schools incorporates the Canadian aboriginal killer whale that speaks of beauty and happiness to people in Canadian folklore, with a red maple leaf, that symbolizes friendship, peace, and happiness.

#### 2.8 Maple Leaf School Song

The words of the school song were written by Headmaster Sherman Jen. It reflects the spirit of the school.

## 2.9 Maple Leaf Educational Systems' Schools

### Dalian Maple Leaf Foreign Nationals School

- **Kindergarten-Grade 9 English program is taught by British Columbia, Canada certified teachers.**
- **Inspected and certified by British Columbia's Ministry of Education.**
- **More than 170 students are currently enrolled.**
- **Chinese as second language (CSL) instruction is provided.**
- **English language preschool experience for 3-5 year olds.**

### Dalian Maple Leaf International School: High School- Grades 10-12 (Jinshitan Campus)

- English program taught by BC-certified teachers.
- Inspected annually, on-site and certified by British Columbia's (BC) Ministry of Education. Students are registered as BC students and write the same Grade 10, 11 and 12 BC examinations as resident students in BC and graduate with the same BC Ministry of Education transcripts and graduation (Dogwood) diploma as resident students in BC.
- Over 2,000 students currently enrolled.

### Shenyang Maple Leaf International School: High School - Grades 10-12

- Scheduled to open in September 2006
- Grade 10-12 British Columbia-certified program (similar to that offered at the Jinshitan Campus). School campus is designed for approximately 1,500 students

### Dalian Maple Leaf International School: Daheishi Campus

Middle school (Grades 7-9) program.

- Chinese program with ESL.
- Approximately 1,100 students.

### Dalian Maple Leaf International School: Kaifaqu Campus

- Elementary: Kindergarten - Grade 6 program.
- Chinese program with ESL and CSL (for foreign students)
- Approximately 600 students.

### Dalian Maple Leaf (Chinese Language) Pre-Schools

- Chinese program with integration of English.
- Offered in partnership with Learning Vision from Singapore.
- Wide variety of learning activities and experiences.

### Maple Leaf Institute of Technology: Post-Secondary Programs

- Post-secondary programs
- 2 programs in partnership with British Columbia Institute of Technology (BCIT)
- Pre-School teaching training program with Learning Vision from Singapore
- Currently housed in Maple Leaf Educational Systems main office building

### III. Students in Maple Leaf Schools

#### 3.1 Maple Leaf Students are special

- Taught and assessed by British Columbia, Canada certified teachers.
- Assessed in the same manner and on the same curriculum learning outcomes as students resident in British Columbia.
- Write the same provincial examinations as all resident students in British Columbia.
- Exams are invigilated by British Columbia-certified teachers under a supervising British Columbia-certified Principal.
- Exams are evaluated by working teams of teachers in British Columbia.
- Graduates receive the same British Columbia Ministry of Education official transcript of marks and high school Graduation (Dogwood) Diploma as any resident student graduating in British Columbia, Canada.
- For the last three years, Maple Leaf's Grade 12 students' average scores on British Columbia, Canada's Grade 12 Provincial Examinations have been higher than the average scores of students residing in British Columbia in Mathematics, Geography, Mandarin, Biology, Chemistry and Physics.

Note: Almost all students enrolled in the Dalian Foreign Nationals School are ESL or have an ESL background. All carry a foreign passport. There are over 20 nationalities represented in the student population, with the majority from Korea.

#### 3.2 University Recruitment of Maple Leaf's Grade 12 Students

Maple Leaf's Grade 12 graduates are recruited by Western Universities because:

- *Numbers of High School Graduates* – approximately 600 in June 2007, growing to approximately 2,000 per year in five years
- *Interest in Western Universities* – nearly 100% of Maple Leaf's high school students will enroll in western universities or colleges
- *English Proficiency* – All grade 10-12 courses are conducted and completed in English and all British Columbia provincial examinations are written in English
- *Exposure to Western Teaching Strategies* - Grade 10-12 courses are taught by British Columbia, Canada certified teachers who incorporate a wide variety of western teaching strategies, e.g., critical analysis,

creative writing, group discussion, hands-on activities, individual research, higher-level thinking assignments, etc.

- *Western High School Diploma and Transcript* – Universities can access the same British Columbia, Canada Ministry of Education records, exam marks and transcripts as they do for any British Columbia resident student
- *Issuance of Study Permits/Student Visas to Canada* – Process has proven successful due to an agreement between British Columbia Citizenship and Immigration Canada to streamline the issuance of study permits/student visas to Canada for graduates from British Columbia-certified high schools. More than 95 percent of Maple Leaf’s high school graduates, who apply; successfully obtain study permits/student visas to Canada.

In November 2005, nineteen western universities attended Maple Leaf’s Student Recruitment Fair held at the Dalian Maple Leaf International School: Jinshitan Campus to recruit grade 12 students. More than 30 universities are planning to attend the November 2006 Student Recruitment Fair. The University of Alberta offered more than \$300,000 (CAD) or 2.1 million RMB in scholarships to Maple Leaf Grade 12 students in 2006.

### 3.3 Graduates

To date graduates from Dalian Maple Leaf International School have been accepted/enrolled into the following Universities and Colleges:

95 Western universities/colleges located in Canada, United States, United Kingdom, Australia, Switzerland and New Zealand.

- Acadia University
- Arizona State University
- Australia National University
- Bath University
- Birmingham University
- Boston University
- Bournemouth University
- Bradford University
- Brandon University
- British Columbia Institute of Technology†
- Brock University
- California State University
- Cambridge University
- Camosun College
- Carleton University
- College of New Caledonia†
- College of the Rockies†
- Columbia College†
- Copenhagen University
- Dalhousie University
- Dawson College
- Douglas College†
- Emory University
- Fanshawe College of Applied Technology†
- Fleming College†
- Florida University
- George Brown College†
- Georgia College
- Glion Institute of Higher Learning†
- Humber College
- Kwantlan College†
- Lampton College
- Langara College
- Leeds University
- Macquarie University

- Malaspina University College†
- McGill University
- McMaster University
- McQuarrie University
- Melbourne University
- Michigan State University
- Missouri State University
- Moncton University College
- New York Fashion Institute
- New York State University
- Niagara College of Applied Arts and Technology†
- Niagara University College†
- Northern Alberta Institute of Technology
- North Island College†
- Okanagan University College†
- Pennsylvania State University
- Purdue University
- Ryerson University†
- Saint Mary's University
- Seneca University College†
- Shannon University
- Sheffield University
- Simon Fraser University†
- Southern California University
- St. Andrews University
- St. Clairs University
- Swiss Hotel and Tourism Institute
- Sydney University of Technology
- Thompson Rivers University†
- Trinity Western University†
- University Canada West†
- University College of the Cariboo
- University College of the Fraser Valley†
- University of Alberta
- University of Auckland
- University of British Columbia
- University of Durham
- University of Flinders
- University of Guelph
- University of Hertfordshire
- University of Liverpool
- University of Manitoba
- University of New Brunswick
- University of Nottingham
- University of Ottawa
- University of Queensland
- University of Sydney
- University of Texas
- University of Toronto
- University of Victoria
- University of Waikato
- University of Washington
- University of Waterloo
- University of Western Ontario
- University of Windsor
- University of Wollongong
- Warwick University
- Western Kentucky University
- Wisconsin University
- York University

### **3 Japanese, Korean and Singapore Universities**

- Seoul University
- Sophia University
- Temasek Polytechnic

### **11 Universities in China**

- Beijing University of Medicine
- Dalian Foreign Languages University
- Dalian University of Technology

- Fudan University
- Hai Shu University
- Peking University
- Shanghai Jiaotong University
- Tsinghua University
- University of International Business and Economics
- Xi'an University
- Zhejiang University

†*Maple Leaf has entered in Memorandums of Understanding (MOUs) with these universities and colleges to promote cooperation, enrolment of students and smooth transitioning of graduates into Western universities and colleges.*

#### IV. Maple Leaf's Teachers

##### 4.1 Chinese Teachers

There are more than 280 Chinese teachers employed, who teach all subjects, including ESL English. Most of these teachers work in the Daheisha Junior High and Kaifuqu Elementary School campuses. About 25 Chinese teachers also work at the Dalian Maple Leaf Senior High School teaching Chinese Language, Geography, History, and Political Science and another 15 teaching ESL English and CSL Chinese. These teachers were selected from all over the country. They require a minimum education of a bachelor's degree. The Chinese teachers, who are homeroom teachers and counselors at the high school, start each morning at six o'clock, when students get up for morning exercises, and work together with them until nine o'clock at night when they finish with their evening self-studies in the classrooms.

##### 4.2 Western ("Canadian") Teachers

There are approximately 150 western teachers working in Maple Leaf Schools. They fall into six categories:

###### A. Foreign Nationals School

**Approximately 10 BC-certified elementary school teachers work with foreign national children. Canadian textbooks, resources and facilities are used to accommodate the needs of these children whose parents expect them to receive the same education as they would in Canada. The Foreign Nationals School is a BC accredited school teaching the BC curriculum.**

###### B. High School Academic Teachers

There are more than 110 teachers who teach BC high school academic subjects, such as mathematics, chemistry, physics, biology, drama, physical

education, etc. They are certified British Columbia teachers as is required by BC Offshore School Program Agreement.

C. ESL Teachers at Jinshitan

Approximately five BC teachers with ESL certificates provide intensified ESL courses for one year before the students can enter into the BC Grade 10 Program using the BC curriculum. They are required to hold a minimum of a Bachelor's Degree.

D. ESL Teachers in Daheishi Junior High and Kaifaqu Elementary School

There are approximately 10 ESL teachers working in the two campuses from Grade 1 to Grade 9. Their goal is to prepare their students so that their English proficiency would be sufficient to enter the High School (Grade 10) program when they graduate from Grade 9. These ESL teachers, from Canada and other English speaking countries, are working with Chinese teachers of English. Each class has 8 periods of English per week taught by both Canadian and Chinese trained teachers.

E. Library

There is one Canadian Teacher Librarian working together with Chinese and Canadian library clerks in the Jinshitan School libraries.

F. Administrators - These are the following BC administrators:

1 – Superintendent of Schools: BC Program

3 – BC Principals

2 – BC Vice-Principals

1 – Professional Development and Curriculum Coordinator

#### 4.3 Curriculum

**A. Foreign Nationals School**

**The school offers the BC K-9 curriculum taught in English by BC certified teachers. Comprehensive western teaching methods are applied and BC textbooks and resources are employed. Grade 4-9 students who are Level 1,2 and 3 students are provided extensive ESL instruction and integrated into regular subjects when their language skills are developed enough for them to be able to participate. ESL students in Kindergarten to grade 3 are fully integrated into classes. Teachers use the British Columbia Curriculum to plan.**

**B. Senior High School**

BC Curriculum is used from Grade 10 to Grade 12 for all academic subjects. The focus is to ensure high school graduation status that will enable students to graduate with a BC high school Graduation “Dogwood” Certificate and to enter directly into foreign universities.

Curriculum in some areas will be expanded to increase its relevance to Chinese students. Teachers must recognize that material presented must be sensitive to the Chinese culture. For example, the heavy Canadian component of the Social Studies curriculum will be broadened to include North American or Western history as well.

According to an agreement between the Liaoning Provincial Education Commission and BC Ministry of Education, both education authorities recognize each other's courses in order for the graduates to get both Canadian and Chinese diplomas.

*Senior High ESL Program* A well organized and structured one year ESL program with clearly defined outcomes in the four ESL levels is offered. The intensified ESL program provides language training incorporated into the academic component of the school.

For a concise High School Curriculum Overview, see Attachment #2.

C. Junior High and Elementary

Junior High and Elementary School follow the Chinese standard curriculum. Teachers working in these schools follow the guidelines established by the Chinese education authority. English textbooks used are *Cambridge English for Young Learners* and *Maple Leaf English for Young Learners* for Elementary students. *The Look Ahead* and *Maple Leaf English For Young Adults* is used for Junior High students.

D. Learning Vision Pre School (Kindergarten)

The Pre-School provides a multi-sensory, interactive pre-school environment. The language of instruction is primarily Chinese, with some English.

## V. Policies and Contractual Agreements

### 5.1 Health Care

All foreign teachers working at Maple Leaf School are insured by the school through TieCare International, Inc. Our policy with TieCare includes emergency dental coverage, as well. Normal dental services, however, are not covered by TieCare. Quality dental services are available in Dalian at very reasonable prices. The TieCare approved hospital in Dalian is: The First Affiliated Hospital, Dalian Medical University (VIP), Crossing Gao Erji Road Ph: 8439-4929/Dr. Gao 8439-4739. A TieCare approved hospital is now available in Kaifaqu also. Teachers may also be able to retain their BC provincial health coverage for one year (for those who come from the province of BC).

### 5.2 Holidays

Teaching staff will observe winter and summer vacations, National Day break and May Day break, and Christmas and New Years Day (see school calendar – attachment #3).

### 5.3 Income Tax Consequences

The income tax consequences will not be the same for all teachers. Accordingly, teachers are advised to consult with their professional advisors regarding tax

consequences applicable to them. In general, the following comments regarding income tax consequences can be made:

1. China applies a progressive income tax against personal salaries and wages, but at rates much lower than those applied in Canada. Following are the tax rates in China:

Tax Rate (%)	Annual Income
Free	Lower than ¥ 48,000
10	¥ 48,000 - \$ 12,000 CDN
15	\$ 12,000 CDN - \$ 18,000 CDN
20	\$ 18,000 CDN - \$ 48,000 CDN
25	\$ 48,000 CDN - \$ 65,000 CDN

2. When in China, foreign teachers' income tax should be paid in accordance with PRC Law of Income Tax and its Implementation Ordinance. That is, foreign teachers' monthly salary should be converted into Chinese Yuan (RMB) at the pay day by the exchange rate of the same day and the amount of income tax should be worked out in accordance with the above list if the monthly salary exceeds 4000 RMB.
3. A teacher who continues to be a Canadian resident for income tax purpose is required to pay the Chinese income tax and is also subject to Canadian income tax, but would receive a tax credit in Canada for the tax paid in China.
4. A teacher who becomes a non-resident for income tax purposes would be subject only to Chinese income tax.
5. For a teacher who continues to be a Canadian resident for income tax purposes, the teacher's Canadian house would continue to maintain its tax-free capital gain principal residence status.

#### 5.4 Teacher Investment Program

In addition to salary, Maple Leaf provides an additional 3% - 10% for teachers teaching 3 to 10 or more years in one of the Maple Leaf Schools. For an overview of the Teacher/Investment Program see Attachment #4.

## VI. New Western Teachers' Orientation

### 6.1 Before arriving in China

#### **A. For the Dalian Foreign Nationals School, familiarize yourself with:**

- **The intent of the British Columbia Performance Standards for Language Arts and Math and ways to use them to guide classroom assessment.**
- **The BC Primary Program if expecting to work at the primary level**  
**Note: Teaching assignments will not be finalized until school has begun and enrollment has stabilized. Anticipate that you will be teaching a combined class of two or more grades.**

- **Adrienne Gear’s program, Reading Power. The School’s professional growth focus for 2006/07 school year was reading comprehension. The school’s primary goals were building community and connections with the Jinshitan High School.**
- **Ideas for the first week with your new students. The focus in the first week is getting to know your students abilities, interests and English language levels, as well as building a sense of community.**

B. The following items are difficult to find or expensive to purchase in China and you may wish to bring them with you:

- Basic medications – Examples include tylenol, cold, flu, diarrhea, minor wounds ointment, insect repellent, contraceptives, yeast infection kit, children’s medications, advil, vitamins, gravol, Claritin and benedryl. Any specific prescription needs or specific brands of preference should be brought to China with you.
- Some personal hygiene items – e.g. deodorant, tampons and any specific creams, gels, etc. or specific brands of preference should be brought along.
- Some food cooking supplies are difficult to find in China – e.g. sauces, lentils, baking powder and syrup. NOTE: If you are a vegetarian, plenty of fresh fruits and vegetables and tofu available, but no “vegetarian” products, e.g. no protein powder or bars, etc.
- English-Mandarin dictionary or phrase book
- Teaching materials, resources, etc. NOTE: Keep in mind, that specific teaching assignment may change based on final student enrolment and staff experience/preference.
- Teacher plan book or agenda
- Underwear for men and women
- Recreational reading materials – books, magazines, etc.

C. Shipped boxes will likely arrive 4-6 weeks after you do, but delays may occur – bring critical necessities with you. For example, teaching materials shipped for September may not arrive until October or November.

D. Upon arrival it will be necessary to purchase some basic household supplies. To assist new teachers to obtain these (and to avoid possible challenges of trying to purchase these on the first day in a new country), Maple Leaf will provide packages of basic supplies for teachers wishing to pre-purchase this package at the going rate. Packages include the following:

- Broom and dustpan
- Mop
- Pail
- Sponges
- Dish soap, hand soap, all-purpose cleaner
- 4 place settings (plates, cups, forks, knives, spoons)
- Sharp Knife

- Cutting Board
- Sauce Pan
- Coat hangers.
- Map
- Simple welcome food – juice and simple snacks
- Dish cloth and towel
- Can Opener

If ordering this package of supplies, the cost will be deducted from your first pay cheque.

A group shopping trip to local shopping areas will be scheduled for your second day with a guide/translator to assist you with purchasing additional items.

D. Maple Leaf's Vancouver Office will assist you with:

- Chinese work VISA application and issuance.
- Airline ticket issuance – Japan Airlines (JAL) for Vancouver-Dalian - Vancouver flights.
- Shipment of personal/school items
- Other instructions and helpful information – Your prompt response to any requests from our Vancouver Office, is appreciated.

Contact information for the Vancouver Office:

Manager: Don Currie

Secretary: Crystal

Address: 400 – 601 West Broadway

Vancouver, British Columbia Canada V5Z 4C2

Phone: (604) 669-5995

Fax: (604) 669-8676

E-mail: [don@mapleleafschools.com](mailto:don@mapleleafschools.com)

E. July Meeting

For those who can attend, Don Currie provides a pre-arrival orientation meeting for new teachers in Vancouver each July. Details are communicated via e-mail to all new teachers.

## 6.2 Upon Arrival in China

A. Teachers new to DMLES will leave Canada August 21-24 and arrive in Dalian via an overnight stay in Narita (Tokyo), Japan at the Nikko Narita Hotel (complimentary lodging and breakfast). Your luggage may be stored by JAL at the airport (no charge) awaiting your flight the following morning. This is convenient, however, bring your necessities for the overnight stay with you in your carry-on. You will be met by school staff at the Dalian Airport and provided with transportation and luggage transfer to your accommodation.

August Orientation Activities includes such items as:

- Apartment selection
- Physical Exam health check-up

- Banks: HSBC or Bank of China (Your Canadian bank card will work at HSBC, major credit cards at the main Bank of China) NOTE: You may wish to confirm accessibility with your bank prior to leaving for China.
  - Red Book (1-year employment verification document) application
  - Tie Care insurance registration
  - Passport photos (6 photographs)
  - Tour of Dalian
  - Shopping trip (phone cards, personal/apartment needs, etc.)
- B. First week's professional activities include:
- August 28 Headmaster's Opening Address
  - For first week Teacher Orientation and Professional Development and for first instructional day with students, consult the school calendar for that specific year
- C. Who to go to for advice
1. Teachers are expected to comply with the law of China and to respect Chinese culture and customs. If you are unsure about a Chinese law or regulation, please feel free to contact Mr. Qian, Vice-Headmaster of the Jinshitan Campus, who is an experienced lawyer in China and legal advisor for the school.
  2. For most of a western teachers' required documents, such as visa, expert certification, residency permit, and other related items, see the Director of Administration (Jennifer Li).
  3. General Affairs Secretary  
For questions/concerns regarding housing and accommodation, maintenance and repairs, see the Chinese staff member assigned to help you.
  4. Accounting Clerk  
If you have payments to make, questions regarding your salary, etc. see the Director of Administration.
  5. Contract Matters  
If you have any questions about your contract, contact your Principal or the Superintendent of Schools.
  6. For all these and other questions/concerns please feel free to consult other teachers who have lived in Dalian and worked at the school. Also feel free to contact your school principal for assistance.

### 6.3 Living in China

#### A. Apartments

Most teachers lease an apartment for one year. Apartments typically contain a fridge, microwave, two burner gas stove, shower or bathtub, kitchen table and chairs, TV, living room furniture, bed and closet. The Director of Administration works with new teachers to help find a suitable apartment. This is usually done by email prior to the teacher's arrival. Apartments are usually leased for one year (after arrival in August to the following August). Rent is typically paid in 3 month or six month installments. This can be deducted from the first paycheck.

## B. Banking

The HSBC in Dalian is set up to service foreign bank cards (located beside the Shangrila Hotel). All major Chinese banks have branches in Dalian and Kaifaqu. They include the Bank of China, Industrial and Commercial Bank of China, China Construction Bank, and Agricultural Bank of China. The Bank of China is the bank that deals with foreign currencies. All banks issue bank/credit cards and provide banking machines (ATMs).

Note: Currently (Spring 2007) \$1 (CAD) is worth approximately 6.5 to 7 Chinese RMB.

## C. Hospitals

According to the School's Tie Care Medical Insurance Agreement, all western/foreign teachers should go to their designated hospital for medical assistance. The designated hospital employs doctors trained in Chinese Medicine or Western Medicine, who can communicate in English. The facilities and services offered in this hospital are first rate. Special doctors and experts are in charge of medical service for our foreign teachers (see section 5.1 for more information). The VIP hospital is not open on the weekends. If there is a medical emergency on the weekend you should go to the Dalian #1 University Hospital located near the Olympic Stadium. Be prepared with a substantial amount of RMB since they will require payment immediately (eg. appendectomy = 7500 RMB).

## D. Shopping In Dalian

Dalian has many interesting shopping areas from modern, high-class malls to bargain-centre, booth-type complexes to street markets of all types. Shopping ranges from western-style stores like Metro with many western products to a limitless number of authentic Chinese possibilities. Some orientation will be provided for new teachers during the first week in Dalian.

Kaifaqu ("development zone") also has some interesting shopping possibilities. A nice place to shop in Kaifaqu is the An Sheng Shopping Plaza or mall. It is about a 10 minute walk from the Qing Gui pronounced "Ching Guay" station, or if you take a taxi just say "An Sheng" – pronounced "Ann Shung" and they will take you to the main entrance. Here you can buy articles at set prices. There is a Trust-Mart grocery store on the floor underground and a Starbucks and KFC on the main floor. On the fifth floor there is a very western workout gym called Impulse where many teachers in past years have taken out memberships.

If you would like to mingle more with the local people and bargain for your articles you can go to Jin Ma, the Emporium, or Chun Lin (above the Newmart Shopping Center and next to McDonalds). The Newmart Shopping Center is very similar to Trustmart but is just a tad bit more Chinese style. Across from AnSheng is another large mall called Mykal. It is Japanese owned and functions like a department store, including stores like Esprit, Giordano, etc. They have a grocery store with mostly imported food on their top floor.

## E. Transportation

Dalian is home to one of the 16 international airports in China. It is easy to fly in and out of Dalian. From here, railways also run to Shenyang, Beijing, Tianjin, Changchun, Harbin and many other cities in China. Across the Bohai Sea, one can get to Yantai and Qingdao by ship.

Advice about travel within China is available by word of mouth from experienced Maple Leaf staff. In addition, the School Secretaries can assist you but please do not expect/or ask them to be travel agents.

### Public Buses

**Buses No. 524 and bus No. 403 will go from the Foreign Nationals School to downtown.**

Qing Gui (pronounced Ching-guay)- There is a “fast train” from downtown Dalian to Kaifaqu and Jinshitan every 20 minutes. The schedule changes depending on the season so check with the office staff for details. From downtown Dalian it will take just 25 minutes to get to Kaifaqu and 50 minutes to Jinshitan by this train.

Taxis – Within Dalian and Kaifaqu there are standard approved cabs that charge 8RMB to start. A trip between Kaifaqu and the Jinshitan campus will cost about 40-50 RMB. **A trip between Kaifaqu and the Foreign Nationals School is approximately 30-50 minutes, depending on traffic.**

F. Translated Menu Reference of Chinese Food – see Attachment #3.

G. Map of Dalian – see Attachment #4

A larger, more detailed map is included in your purchased package.

## VII. School Particulars

### 7.1 School Contacts

The following contact telephone numbers may be useful when you come to work at the Foreign Nationals School. Each year every staff member will receive a complete contact phone list. Numbers helpful during orientation are:

1. School Office – 8238-7757
2. BC Principal's Office 8238 0817
3. Cell phone numbers will be provided at the Orientation Meeting in August.

### 7.2 “Western /Canadian” Teacher Dress Code

As a private school there is an expectation that all staff dress to an appropriate standard. Professional, clean, modest and attractive clothing is expected. The following dress code will apply to all western teachers.

- Men

- 1) Normal Wear – Dress shirt and tie (suit or sport jacket is optional), long pants and dress shoes
- 2) Summer Wear – Sport shirt (with collar) or golf shirt, long pants

- Women  
Dress, skirt and blouse (with shoulders covered), dress pants, sweater, and dress shoes
- PE Teachers  
Sweat suit or tracksuit and running shoes are permissible.
- Prohibited Items  
Shorts, cut-offs, jeans, slippers, immodest dress, shocking hairstyles, etc.
- Exceptions  
During school sports events, participating teachers may wear appropriate gym clothes (T-shirts, sport shorts and running shoes).

## Appendix 1 -DMLFNS Calendar for 2007 – 2008

August 28	Opening Address: Mr. Sherman Jen
August 29 – 31	Teachers' Professional Development
August 31	Opening Ceremony / Flag Raising
September 1	First Full Day of Classes
September 14	Terry Fox Run
September 26/27	Autumn Sports Days
September 27	Last day of classes before National Holiday
September 28- October 4	National Holiday Week
October 5	Classes Resume
October 26	Halloween Celebration
November 1 – 3	Term 1 Examinations
November 7... 9:00 am	Marks due in the office
November 10	Report Cards Issued
November 25/26	Post Secondary Education Fair
December 25	Christmas Holiday
December 31	New Year's Staff Party
January 1	New Year's Day Holiday
January 10-12	Term 2 Examinations
January 16... 9:00 am	Marks due in the office
January 19	Report Cards Issued
January 19	Last day of classes for students/staff
January 20 – February 26	Winter Vacation
February 18	Chinese Spring Festival
February 26	Teachers' Professional Development
February 27	Classes resume after Winter Vacation
March 3	Saturday Classes in Lieu (Tuesday Blocks)
March 19 – April 6	Language Arts Festival
April 16-18	Term 3 Examinations
April 24... 9:00 am	Marks due in the office
April 27	Report Cards Issued
April 30	Last day of classes before May Day Holiday
May 1 – May 7	May Day Holiday
May 8	Classes Resume
May 26	Staff Sports Day
June 19	Last day of Scheduled Classes
June 29	Last day of Scheduled Examinations
June 25... 9:00 am	Marks due in the office
July 3	Report Cards Issued
July 2-5	Teachers' Professional Days
July 5	Last day for Canadian Staff

Appendix 2 – Teacher Investment Plan

**Teacher Investment Plan  
For  
Maple Leaf Education Systems**

**Commencing: 2006/07 School Year**

**Bote Miedema, CFP**  
Canaccord Capital Corporation  
200 – 32071 South Fraser Way  
Abbotsford BC V2T 1W3

# Executive Summary

Designed especially for your company, this program will be unique, flexible and help you to reach your objectives; it will also address the following:

- Maple Leaf Educational Systems employs both retired and younger teachers.
- Some teachers have T-4 income and are RRSP eligible and some are not Canadian residents and are not able to have their contributions put into a retirement plan.
- Teachers are eligible to participate in the program starting in their third year of employment with Maple Leaf Educational Systems; the employer will contribute 3% of the teacher's salary to the Maple Leaf Teacher Investment Plan, increasing one percent per year of employment up to a maximum of 10% of the teachers annual salary in the tenth and consecutive years with the company.
- Any teacher who has not been employed for the specified time also has the option to open a personal account with us.

# **Role of Canaccord Capital**

## **Investment Advice**

- We will ensure that all participating employees – especially those with little or no investment experience - will receive suitable, reasonable, and prudent guidance when investing their savings.
- Periodical review of the investment mix and also co-ordination of any other RRSP or non-RRSP investments.
- By law, investment advice can be provided only by individuals licensed with the provincial securities commission. The management of Maple Leaf Education Ltd. or any employees involved with the administration of the Teachers Investment Program should not attempt to provide other employees with any investment advice. Since it is difficult to separate investment education from investment advice, employers should also not do any retirement planning for their employees. Employees with any questions or needs in these areas should always be instructed to contact our office.

## **Retirement Planning**

- Canaccord Capital will be responsible for providing employees with the information and assistance they need to get a clear picture of their retirement situation. A variety of additional informative material is available to help individuals develop a better understanding of the basic forces governing the accumulation of retirement capital and the retirement planning process.

## **Regular, Comprehensive Communication**

- A regular communication program consisting of direct mailings and individual consultations that will help to illustrate the importance of proper retirement planning and investment advice.
- Easy to read account statements showing every transaction.
- RRSP contribution receipts which must be included with tax returns (if applicable).
- 24 hour internet access for account balances, transaction histories, etc.
- Communications by e-mail or telephone.

# IMPLEMENTATION & ADMINISTRATION

Canaccord Capital will co-ordinate all aspects of the employer set-up and employee enrolment.

## **Maple Leaf Teacher Investment Plan Procedure**

- **Memo to the Employees of Maple Leaf Education Ltd.**

This memo will announce that Maple Leaf Education Systems has decided to establish a bonus/investment program called the Maple Leaf Teacher Investment Plan. It will also explain the options available to the employee, when the employees are eligible participation and how the program works.

- **Employee Enrolment**

Each eligible employee will then be required to open an account with Canaccord Capital. The employee will have the option to open an RRSP account or a non-registered investment account. We will individually consult with each employee and discuss their financial goals, assess their risk tolerance and depending on their age and/or resident status we will make our recommendation as to which investment portfolio would suit their needs.

- **Employer Set-up and Administration**

Maple Leaf Educational Systems is responsible to notify Canaccord Capital as to which employees are participating and how much it will contribute on their behalf per month or per annum. Once we have this information Maple Leaf will be responsible to send Canaccord Capital the funds necessary to cover the employer's contribution on semi-annual basis after each semester.

# Summary

Canaccord Capital and Bote Miedema are pleased to provide Maple Leaf Education Ltd. and its employees with an Investment Program that is easy to set up, simple to maintain and ensures that employees will invest their bonus/incentive savings in a prudent, diversified manner.

We look forward to working together with Maple Leaf Education Ltd. in helping to provide a secured financial future for your employees.

**Bote Miedema, CFP**

Investment Advisor

Canaccord Capital Corporation  
200 - 32071 South Fraser Way  
Abbotsford BC V2T 1W3

Tel: 604.557.1632

Fax: 604.504.0420

T/F: 1.877.977.5677

E-mail: [bote\\_miedema@canaccord.com](mailto:bote_miedema@canaccord.com)

Website: [www.botemiedema.com](http://www.botemiedema.com)

## Appendix 3 – Translated Food Menu Items

CHARACTER	PIN YIN	ENGLISH
铁板牛肉	Tie ban niu rou	Sizzling beef
铁板海蛎子	Tie ban hai li zi	Sizzling oyster
炸排骨(辣)	Zha pai gu	Fried ribs (spicy)
蒜炒西兰花	Suan chao xi lan hua	Broccoli
黄花鱼	Huang hua yu	Yellow fish
古老肉	Gu lao rou	Pork (sweet and sour)
地三鲜	Di san xian	Potato/eggplant/green beans
香菇油菜	Xiang gu you cai	Mushroom/cole
炒荷兰豆	Chao he lan dou	Broad beans
豆芽菜	Dou ya cai	Beans sprouts
竹筒饭	Zhu tong fan	Rice in bamboo wrapping
油炸海蛎子	You zha hai li zi	Deep fried oyster
蛋炒西红柿	Dan chao xi hong shi	Fried eggs & tomato
煎饺子	Jian jiao zi	Fried pot stickers
炒肉片	Chao rou pian	Spicy sliced pork
鸡肉花生米	Ji rou hua sheng mi	Spicy chicken & peanuts
面条	mian tiao	Noodles with sauce
乌贼	wu zei	Squid
面条/蔬菜/鸡蛋	mian tiao/shu cai/ji dan	Noodles/vegetables/eggs
炸馒头	zha man tou	Fried buns and sweet dip
腰果	yao guo xi qin	Cashew celery
酸菜鱼	suan cai yu	Pickled vegetable & fish
纸包骨	zhi bao gu	Wrapped ribs
炸茄盒	zha qie he	Staffed eggplant
乐山辣子鸡	le shan la zi ji	Fried chicken in hot sauce
烧三素	shao san su	Hot cucumber & mushroom
京酱肉丝	jing jiang rou si	Shredded pork/leek/toufu
拌黄瓜	ban huang gua	Sliced cucumber with vinegar
家常凉菜	jia chang liang cai	Salad (cabbage/cilantro/cucumber)

## Appendix 4 – Map of Dalian