

MEMORANDUM OF EDUCATIONAL COOPERATION

BETWEEN

THE GOVERNMENT OF MANITOBA AS REPRESENTED BY ITS DEPARTMENT OF EDUCATION, CITIZENSHIP AND YOUTH (MANITOBA, CANADA)

AND

CLIFFORD SCHOOL (GUANGDONG, CHINA)

WHEREAS, the Clifford School of Guangzhou, Guangdong, China (*Clifford School*) and Manitoba Education, Citizenship, and Youth, Canada (*Manitoba*) wish to enter into an arrangement whereby Clifford School offers a blended Manitoba program for students from Grade 10 to Grade 12 allowing Chinese students to graduate from Clifford School with a Manitoba high school graduation diploma and a Chinese high school graduation diploma; and

WHEREAS, Manitoba Education, Citizenship and Youth will accredit the Clifford School to offer programming acceptable to Manitoba for the purposes of a Manitoba high school graduation diploma, if the arrangements outlined in this document and in further detail in Appendices I, II, III, and IV are fully met and continue to be duly followed

THEREFORE, the two parties accept the following summary of cooperative principles with their concomitant duties and responsibilities:

- 1) The Chinese portion of the Clifford School-Manitoba blended program will follow the Chinese curriculum standards, fulfilling all requirements as set forth by the Chinese National Ministry of Education including provincial examinations. Putong Hua and standard Chinese characters will be used as the medium of instruction.
- 2) The Manitoba portion of the blended program will meet all curriculum requirements as set forth by Manitoba Education and Youth, including provincial standards tests for specified subjects at the Grade 12 level. English will be the language of instruction for the Manitoba portion of the blended program and for the majority of the international program.
- 3) Clifford School and Manitoba will follow the laws of their respective countries (China and Canada) as they pertain to this educational cooperation.
- 4) The parties will discuss any dispute or difference of opinion in the spirit of friendship, understanding and cooperation and will not take any legal proceedings if the dispute or difference cannot be resolved.
- 5) This Memorandum of Educational Cooperation may be renewed for each school year, at the discretion of Manitoba, provided that the Clifford School continues to meet all requirements.

The Clifford School shall:

- 1) Recruit qualified teachers that meet both Chinese and Manitoba requirements;
- 2) Purchase all the recommended resources and materials needed to sustain the blended and international programs;
- 3) Provide adequate science and computer laboratories and library facilities with the necessary English language materials and software;
- 4) Ensure that allocated instructional time meets the Manitoba requirement;

- 5) Employ an agent—acceptable to Manitoba—to recruit qualified teachers for the Manitoba portion of the blended and international programs. This agent will also assist the school in obtaining textbooks and other required teaching resources;
- 6) Remit to Manitoba annual fees for operational costs associated with regular inspections/assessments, curriculum provision and development, issuance of transcripts and diplomas; communication expenses, etc.; and
- 7) Encourage students to further their education at Manitoba post-secondary institutions.

Manitoba shall:

- 1) Provide Clifford School with access to curriculum and support materials;
- 2) Conduct annual assessments/inspections and provide recommendations to enhance program performance and quality;
- 3) Provide guidelines and answer questions regarding Manitoba curricula;
- 4) Make the Clifford School administration and teaching staff aware of professional development opportunities, educational resources, materials and consultants that the school may wish to access through its own means;
- 5) Issue a Manitoba Senior Years Graduation Diploma to students of Clifford School who meet the graduation requirements as set forth by Manitoba Education and Youth;
- 6) Provide a certificate of accreditation to Clifford School once all the terms and conditions outlined herein have been met satisfactorily; and
- 7) Facilitate communication between Clifford School and Manitoba post-secondary institutions in order to make it as easy as possible for Clifford graduates to be admitted to Manitoba universities and colleges.

The two parties enter into this cooperative arrangement dated and signed in November 2004.

**SIGNING FOR MANITOBA EDUCATION,
CITIZENSHIP AND YOUTH**

WITNESS

**SIGNING FOR THE CLIFFORD
SCHOOL**

WITNESS

ATTACHMENTS:

- APPENDIX I – Cooperative Arrangements
- APPENDIX II - Administrative Requirements
- APPENDIX III - Program Requirements
- APPENDIX IV - Due Process

APPENDIX I – Cooperative Arrangements

The following is a statement of arrangements respecting the Educational Co-operation between the parties:

Manitoba Accreditation

1. Manitoba administrative requirements are outlined in Appendix II and Manitoba program requirements are outlined in Appendix IV.
2. If the Clifford School does not meet and maintain the requirements outlined in Appendix II and IV Manitoba will remove the accreditation status granted.

Term

3. This Memorandum of Educational Cooperation may be renewed for each subsequent school year, at the discretion of Manitoba, provided that the Clifford School continues to meet all requirements.
4. If this cooperation is terminated by one or both parties, the parties will make reasonable efforts to provide for a continuing arrangement for the students enrolled in the program.

Inspective Visits

5. Manitoba will determine that its requirements are being met through annual inspective visits by Manitoba officials.
6. The full cost of all inspective visits (round trip airfare, ground transportation, accommodations, meals, and reasonable associated expenses) will be the responsibility of the Clifford School.
7. Where Manitoba deems it to be warranted, Manitoba reserves the right to conduct additional, unscheduled inspective visits upon reasonable notice and at the cost believed by Manitoba to be necessary. The costs of such visits will be the responsibility of the Clifford School.

No Transfer or Assignment

8. This arrangement is specific to the Clifford School and the Clifford School may not assign, transfer, sell or otherwise pass its interest in this arrangement to another school unless Manitoba agrees in writing.
9. All material provided by Manitoba under this Memorandum of Educational Cooperation, such as Manitoba curricula, is subject to copyright and remains the sole property of Manitoba. Manitoba authorizes the Clifford School to use the material under license to deliver Manitoba programming.

10. When this cooperation ends, the license ends and the Clifford School must return all material, including all copies in whatever form or media, or certify to Manitoba that it has destroyed the copies.
11. The Clifford School must not share the copyright materials with any other school.

Manitoba Senior Years Graduation Diploma

12. Students graduating from the accredited high school program will be eligible to receive a Manitoba High School Graduation Diploma.
13. The Manitoba High School Graduation Diploma can be used by students graduating from the Clifford School to apply for admission to universities in Manitoba, Canada and elsewhere.
14. The School recognizes that the Manitoba High School Graduation Diploma does not guarantee acceptance/admission to post-secondary institutions. Students must apply to post-secondary institutions for individual acceptance/admission consideration.

Limitations of Manitoba

15. This Memorandum of Educational Cooperation does not commit or otherwise obligate Manitoba to provide any funding, resources, or staffing in support of programming at the Clifford School.
16. Manitoba, on a voluntary basis, will work with Clifford School staff to make the Clifford School aware of educational resources, materials, available consultation, and similar information which the school may wish to obtain through its own means.

Financial Responsibility of the School

17. The School is responsible for reasonable costs payable to Manitoba related to postage and shipping, telephone, facsimile transmission, and similar movement of documents, textbooks, and other materials, reports or information between the school and Manitoba. The School is also responsible for the cost of curriculum development requested by the school, for professional development arranged through Manitoba, and for support required for the implementation of standards tests and provincial examinations as required by Manitoba.

Facilities and Resources

18. The Clifford School understands that it is essential that libraries providing adequate English language educational resources and general interest materials be available to students on a consistent basis for their studies and leisure purposes.

19. The Clifford School understands that the biology, chemistry and physics laboratories must continue to meet the standards required by Manitoba.
20. The Clifford School understands that it must maintain and have fully operational (an) on-site computer laboratory(ies) with a ratio of personal computers to students that is acceptable to Manitoba. The computers are to be reasonably modern in hardware and architecture, and are to be loaded with a sufficient range of software to support students' programming and curriculum requirements. The Clifford School also understands that students must have supervised access to the Internet.
21. The Clifford School understands that meeting and abiding by all appropriate and necessary safety requirements and standards is the responsibility of the Clifford School.

English Language Proficiency

22. The Clifford School understands that its students must develop a level of proficiency in the English language acceptable to Manitoba for graduation with a Manitoba High School Graduation Diploma.
23. The Clifford School understands that the responsibility for developing its students' proficiency in the English language rests fully with the Clifford School and that continual and consistent access and usage of English language materials in print, audio-visual, and electronic formats is essential.
24. The Clifford School recognizes that, in order for students to develop proficiency in the English language, students may need to spend additional time at school beyond the point where academic studies may have been completed prior to being awarded the Manitoba High School Graduation Diploma.
25. The Clifford School understands that good listening, understanding, writing, and speaking skills in English are essential to success at Manitoba and other Canadian universities and colleges, and may be taken into consideration by post-secondary institutions through their admission/acceptance procedures.
26. The Clifford School students, similar to other students possessing Manitoba diplomas, may be subject to an assessment of English language proficiency as part of the application process or subsequent to admission/acceptance to a university or college.

APPENDIX II—Administrative Requirements

Administrative requirements for accreditation by Manitoba of the Clifford School are as follows:

1. On a regular basis, teach all compulsory and optional credits for the grade level offered.
2. Use Manitoba curricula for all courses taught for credit toward the Manitoba High School Graduation Diploma.
3. Participate in provincial standards tests (examinations) as required by Manitoba.
4. Follow the regulatory requirements with respect to the annual school calendar, but with allowances for local culture and norms concerning school closures and holidays.
5. Designate a minimum of five (5) days of professional development within the school calendar year.
6. Employ a school administrator trained in Manitoba (or, alternatively, in another Canadian province) and certified as a professional teacher by Manitoba. Experience in one or both of the following areas is desirable: (i) Senior Years (high school) administrator, department head, divisional or departmental consultant and/or (ii) English as a Second Language. In the case where the administrator is not trained in Canada, but rather is trained in another jurisdiction acceptable to Manitoba, a Manitoba certified lead teacher is to be employed by the school.
7. Employ Canadian teachers who, through certification or permit issued by Manitoba, are approved to teach all subject areas recognized for credit. Any deviation from this requires special authorization. Principals and teachers who are not trained in Manitoba must avail themselves of professional development opportunities to become knowledgeable about Manitoba based curricula and recommended teaching strategies. Native teachers teaching any Manitoba or Manitoba-equivalent courses require a teaching permit from Manitoba.
8. Ensure that students are adequately supervised by responsible adults while at school and on authorized extra-curricular activities.
9. Report regularly to parents/guardians on student progress and achievement at school.
10. Provide students with regular progress and achievement reports and with feedback on examinations, tests, reports and other forms of assessment and evaluation.
11. Establish a code of behaviour for students and employ only those disciplinary methods acceptable to both Manitoba and Clifford School.

12. Maintain a system of student records and forward without delay to Manitoba all necessary forms or reports, including students' final marks, required by Manitoba at such times and in a manner as prescribed allowing for any necessary modifications to forms or reporting acceptable to Manitoba.
13. Abide by other pertinent policy, statutory or regulatory provisions that apply to Manitoba schools with possible adjustments for local circumstances as may be from time to time approved by Manitoba.
14. When requested by Manitoba, obtain and provide to Manitoba a copy of a written, continuing endorsement of the program by the local education authority.
15. Employ an agent acceptable to Manitoba who is a resident of Manitoba or Canada.

APPENDIX III – Program Requirements

FOR A BLENDED PROGRAM:

The high school program requirements for the Clifford School are as follows:

1. In order to obtain a high school diploma students must successfully complete twenty-eight credits during their high school years, including passing all required provincial standards tests (examinations). One credit is based on a curriculum designed for 110 hours of instructional time. All credits are based on Manitoba approved curricula.
2. Students who successfully complete the Clifford School grade 9 year will be awarded 8 out-of-country equivalent credits. In Senior 2 (Grade 10), students must successfully complete eight credits, five compulsory and three optional.

Senior 2 (Grade 10)

Compulsory Credits

Language Arts	1 credit
• Mathematics	1 credit
• Science	1 credit
• Social Studies	1 credit
• Physical Education/Health Education	1 credit

Optional Credits

- Optional credits may be from any subject area at any grade level from Senior 1 to Senior 4 3 credits

TOTAL SENIOR 1 AND 2 (GRADE 9 AND 10) CREDITS 16 CREDITS

3. At a minimum, in Senior 2 (Grade 10) twelve hours of instruction per week, must be in the English language and taught by native English speakers.
4. In Senior 3 (Grade 11) and Senior 4 (Grade 12), students must successfully complete twelve credits of which a minimum of seven credits must be in the English language and taught by native English speakers. Three of these credits must be in English Language Arts, two credits must be in Social Studies, one must be in Mathematics* and one to be selected from a list approved by Manitoba.
5. The remainder of the courses required to complete the twenty-eight credit diploma must be based on Manitoba curricula or on locally developed/ acquired curricula that has been approved by Manitoba.

Senior 3 (Grade 11)

Compulsory Credits

- English Language Arts 1 credit
- Mathematics* - English or native instruction based on Manitoba Senior 3 Pre-Calculus Mathematics curriculum or on equivalent curriculum as determined by the Manitoba school principal and approved by Manitoba 1 credit
- Social Studies (Canadian History) 1 credit

Optional Credits

- Optional Credits - from any subject area (physics, chemistry and biology are encouraged) 3 credits

Senior 4 (Grade 12)

Compulsory Credits

- English Language Arts – English language instruction based on Manitoba curricula 2 credits
- Mathematics* - English language or native instruction based on Manitoba Senior 4 Pre-Calculus curriculum or on equivalent curriculum as determined by the Manitoba school principal and approved by Manitoba - this course must be taken in English if Mathematics 30S has been taken in the native language 1 credit
- Social Studies (Manitoba Studies) – English language instruction based on a course prepared by Manitoba for international programs ½ credit
- Transition to Post-secondary Studies – an English as a Second Language course developed by Manitoba Education and Youth for international programs ½ credit
- Additional Credit – English language instruction - must be from a list approved by Manitoba and may be taken in Senior 3 or Senior 4 1 credit

Optional Credit

- Optional Credit - from any subject area (physics, chemistry or biology is encouraged) 1 credit

TOTAL SENIOR 3 AND 4 (GRADES 11 AND 12) CREDITS 12 CREDITS

TOTAL SENIOR 1 TO 4 (GRADES 9 TO 12) CREDITS 28 CREDITS

6. The students must write the Manitoba Senior 4 English Language Arts standards test (examination) and their mark on this test must count for a percentage of their final mark as required by Manitoba (currently 30%). This test is based on Manitoba curriculum and must be written in English.
7. The students must write the Manitoba Senior 4 Pre-Calculus Mathematics standards test (examination) in English and their mark on this test must count for a percentage of their

final mark as required by Manitoba (currently 30%). This test is based on Manitoba curriculum and must be written in English.

*The Clifford School must offer either Mathematics 30S or Mathematics 40S in English using the Manitoba curriculum.

APPENDIX IV - Due Process

If the Clifford School does not meet and maintain the requirements in this Arrangement the following process will be followed:

1. Notice in writing will be given to the Clifford School by Manitoba stating concerns and clear expectations. Recommendations will be made as to how the school should make changes in order to meet the expectations.
2. The school will be given a deadline by Manitoba to comply with the recommendations outlined in the letter of notice.
3. If deemed necessary by Manitoba, there will be another visit to the Clifford School by Manitoba staff at the expense of the school.

If, after steps 1 to 3, Manitoba determines that the Clifford School has achieved satisfactory compliance, the accreditation will remain in place.

If the requirements are still not being met in Manitoba's judgement and there are no extenuating circumstances acceptable to Manitoba, Manitoba may withdraw its accreditation immediately or at a date it selects.