CHINA CHRISTIAN EDUCATIONAL ASSOCIATION

1925

BULLETIN No. 9

TENTATIVE STANDARDS
FOR
CHRISTIAN MIDDLE SCHOOLS

PUBLISHED AT THE REQUEST OF THE COUNCIL OF
ELEMENTARY AND SECONDARY EDUCATION
MARCH 31, 1925

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INTRODUCTION

The following set of standards, based upon the work of Mr. J. N. Keys and the South China Committee on Standards, represents an attempt to present to the Christian Educational Associations, to middle school principals, to classes in education, and to others who may be interested, the basis for the study and setting of standard requirements for middle schools. It is hoped, as a result of this study, that the improvement of schools will be stimulated, that responsible bodies will better understand the needs of our schools and will support them more adequately, that those contemplating the development of new middle schools will be enabled more accurately to count the cost, and that theoretical courses in middle school management will be helped in their attempts to be concrete and definite.

The Council of Primary and Secondary Education of the China Christian Educational Association recommends that during 1925 there be discussions of this bulletin in local groups, and that the final results be brought to the annual meeting of the Council in 1926.

Regional boards and associations are free to use this bulletin as the basis for their standard requirements, either as it stands or as they may wish to amend it to suit their situation.

H. B. GRAYBILL

Shanghai,
May 7, 1925.
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### SCORE CARD

In each space put a figure for penalties, or "O" for "no penalty" (or "O. K."), or "X" for a blank or a point that is not applicable.

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Extra spaces are provided so that additions may be made as desired to the lists of requirements. As stated above, some mark should be placed in each space so that it will be evident at a glance if any point has been overlooked.

In the blanks below may be placed such tentative standards as have been worked out by a local association or organization, that is, the standards by which the school is to be judged.

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METHOD OF SCORING

Some factors in the equipment or life of a Christian school are so essential as to be virtual necessities, while others are less necessary or only more or less desirable. Rather than attempt to grade all the factors by any numerical scale, we have merely placed them in three groups, or types. Requirements or recommendations are divided into Type A, Type B, and Type C points, each item, as a rule, being counted as only one point for that grade, or type. If it is desired to grade them more accurately by assigning a value in points to each item, it may be done. In that case, of course, the standards in points would have to be very much altered.

Type A points, or those of first importance, are indicated by the letter "A" and the use of the word "must." Type B points, or those of next importance, are indicated by the letter "B" and the use of the word "should." Type C points, or those of lesser importance, or of greater difficulty to determine, are indicated by the letter "C" and the use of the word "recommended." Some items which are considered absolutely essential are marked "required."

It would be more pleasing to have a set of standards so made that the scoring could be positive (by credits) rather than negative (by penalties), but this would be very difficult to construct and score so as to show whether minimum standards were really reached or not. No two schools are alike in the number of teachers, classrooms, students, equipment, etc. It would be difficult, if not impossible, to devise at this time a positive standard that would be fair to every situation.

SUGGESTED STANDARDS

All are scored by types and penalty points.

Those items marked "required" must be met in every case.

Schools qualifying as recognized Christian middle schools may fall into three classes: (1) Honor Schools, (2) Fully Recognized, or Class A Schools, and (3) Conditionally Recognized, or Class B Schools.

To qualify for recognition as an Honor School, a school must not fall short by more than 5 of the Type A points or 15 A and B points together.

To qualify for full recognition as a Class A school, a boarding school must not fall short by more than 10 of the Type A points, or 25 A and B points in all; a day school by 5 and 10 respectively of the applicable points of Types A and B.
To qualify for conditional recognition as a Class B school, a boarding school must not fall short by more than 15 of the Type A points, or 35 A and B points in all; a day school by 7 and 15.

It is obvious that by this method of scoring, an ideally perfect school would receive a score of 0,—that is, it would receive no negative points (penalties). The farther a school falls short of the ideal standard for its particular condition, the larger will be the negative score. A school with 50 penalties (or a -50 school) is obviously less efficient than one with only 10 penalties (or a score of -10).

Only by actually attempting to score a large number of schools and so discovering where they actually stand shall we arrive at correct or even very helpful standard scores. It is hoped, therefore, that a large number of schools will rate themselves by this method, and will report the results to the secretary of the China Christian Educational Association. At the meeting of the Council of Primary and Secondary Education in April 1926 the report of this experiment will be discussed and it may be found possible to suggest standard scores.
I. ORGANIZATION, FINANCE, AND STANDING

1. A. REQUIRED. The school must meet government minimum requirements.

2. B. The school should have formal government recognition.

3. A. The school must have the goodwill of its community.

4. B. The school should be under the direction of a local board of trustees, board of directors, council, or similar body.

5. B. The functions, responsibilities and powers of this Board should be clearly defined in writing, and should be of such a nature as to insure an intelligent oversight of the conduct and interests of the school by that body.

6. B. This board should be of a nature to permit of its gradually becoming entirely Chinese in membership, if it is not already so.

7. A. REQUIRED. The principal, or headmaster, must be recognized as the responsible head through whom the board acts in all matters of management.

8. A. The business administration of the school must be on the basis of a budget, approved in advance by the controlling board.

9. A. An annual report of all accounts must be submitted to that body and audited at least once a year.

10. A. Some one officer, preferably a bursar or treasurer appointed by the controlling board, must be responsible for seeing that the budget expenditures as approved are not exceeded.

11. A. A senior middle school must, for the sake of stability, have resources independent of tuition fees and current subscriptions from individuals, and such resources from endowment and/or pledges of responsible permanent organizations must amount to a guarantee of at least one-fourth of its annual current expenses budget (boarding department excluded).

12. B. Service departments, such as boarding and laundry, should be on a self-supporting basis, and the accounting should clearly demonstrate this.

13. A. The school must make its proper annual contribution to the local or regional Christian Educational Board or Association.

14. A. The school must keep in touch with neighboring Christian middle schools and with local government middle schools.
II. EDUCATIONAL ADMINISTRATION AND STAFF

1. B. There should be, in close association with the principal in his administrative work, an advisory group of not more than four persons, at least two of whom are Chinese.

2. A. All teaching members of the staff must be subject to the direction of the principal or of a special supervisor, and appointments and tenure must be with the approval of the principal or of the principal and the supervisor.

3. A. REQUIRED. The school must maintain an accurate and well-kept system of scholastic records, such as will enable a student at any time in the future to obtain upon short notice (say an hour) a transcript of his record of work done, covering the following points: subjects and texts; years, hours (or credits), and marks obtained in each, with notes as to health, character, etc.

4. A. Seventy-five per cent of the teaching must be by full-time staff members.

NOTE. One who is engaged in outside activities and responsibilities as much as one day a week or its equivalent cannot be counted a full-time member of its staff. A staff member is any worker with the standing of a teacher.

5. A. There must be not less than four full-time teachers for a junior middle school, and five for a senior middle school, and eight for both in case one school seeks recognition for both grades of work.

6. B. There should be the equivalent of one full-time teacher or administrative officer for every twelve students in a boarding school, or for every twenty students in a day school. Each teacher the school is short of this number counts one point.

7. B. The teaching load of a full-time teacher should be from fifteen to eighteen clock-hours a week, in addition to the usual small responsibilities of a member of a faculty. Each teacher carrying an excess of this number counts one point.

8. B. The size of sections in major subjects of the curriculum should be limited to 35 in junior middle school and to 30 in senior middle school. Every three subject-sections violating count one point.

9. A. A majority of the full-time Chinese teachers and at least half of the full-time foreign teachers must be of the same sex as the majority of students.

10. A. At least three-quarters of the teaching staff must be professing Christians.

11. B. In boarding schools a majority of the teaching staff should be resident on or very near the campus.
12. B. No teacher should have had less than four years of education beyond the class level at which he is teaching. Each teacher not meeting this requirement counts one point. Exceptions are made for teachers of technical or special subjects if they are teachers of maturity and have at least four years of teaching experience.

13. A. At least one member of the staff of a junior middle school must have had teacher training equivalent to twenty semester hours of college work.

14. B. At least one half of the teachers in a junior middle school should have had six or more semester-hours of study in courses in education of senior middle school grade or above. Each teacher short counts one point.

15. B. At least one-fourth of the full-time faculty of a senior middle school should have had training equal to ten semester hours of college grade educational courses. Each teacher short counts one point.

16. B. At least two-thirds of the full-time faculty of a senior middle school should be graduates of a standard college. Each teacher short counts one point.

17. B. At least one-half of the full-time faculty should have had two or more years of teaching experience. Each teacher short counts one point.

18. B. Not more than forty per cent of the teachers in any one year should be new to the school.

19. B. The school should provide a system of supervising, observing, and criticising of teachers, to include a private conference with each teacher at least twice a year.

20. B. The principal supervisor should visit each subject class not less than twice a term.

21. C. RECOMMENDED: That promotion and increase of salary should be provided for teachers showing improvement and professional efficiency.

22. B. A monthly teachers' meeting should be held for the purpose of discussing methods, and improving the professional work of the staff.
III. STUDENT BODY

1. A. A junior middle school must have an enrollment of not less than forty pupils of that grade.

2. A. A senior middle school must have an enrollment of not less than forty pupils of that grade.

3. B. A range of six years in age by Chinese count should include 95% of the pupils in any class not specially designed for over-age students. Each grade or class offending counts one point.

4. B. Pupils five or more years above the median age of their class should not be admitted to regular enrollment in schools or classes not specially intended for over-age students. Each grade or class in which this rule is broken counts one point.

5. C. RECOMMENDED: That seventy-five per cent of the members of each regular class at any time should have been in the school for at least three-fourths of the time in which that class has been a middle-school class there. Junior and senior middle schools are counted separately, and special college preparatory classes are not counted.

6. B. All of the students should be of the same sex. Each class in which this rule is broken counts one point.

7. B. There should be provision for student-aid or self-help for at least ten per cent of the students enrolled, amounting on an average to at least one half of the total annual fees for each student.

8. A. There must be evidence of order and discipline, including the checking of attendance, maintenance of order in rooms, and enforcement of rules in general.

9. A. There must be an effective method by which each student is assured individual attention and advice.

10. A. There must be provision for student organizations under good supervision, and easy student access to the school officers.

11. B. There should be a reasonable measure of student participation in (a) patriotic and social service activities, (b) athletics and outdoor recreation, and (c) at least one other line of work, such as a brass band, boy scouts, or a student farm. (Three points).

12. A. There must be a system of physical training actually reaching each student (a) at least three times a week and (b) for a minimum of two hours exercise a week. (Two points.)

13. A. The general impression given by the student body must be one of neatness and good manners.

14. A. There must be a good spirit and a high moral tone among the student body.
IV. BUILDINGS AND GROUNDS

1. A. The location must be such as not to subject the pupils to a notably unwholesome environment.

2. B. The location should permit a moderate seclusion and quiet.

3. A. The playground or gymnasium facilities must be adequate to accommodate the entire student body at some recognized sport, game, or gymnastic work not less than three hours per week for each student. This means that if all classes exercise at the same time of day, the accommodation must be sufficient for one-half of the pupils at one time.

4. B. Roads in frequent use should be free from mud and standing water.

5. B. The entire campus should be well drained, which means free from standing water within at most five hours of the cessation of rain.

6. B. There should be no broken pots or other utensils lying about and containing water in which mosquitoes might breed.

7. A. Matsheds or any buildings with wooden walls must not be used for student dormitories. Each such building offending counts one point.

8. A. Buildings with wooden floors must be demonstrated by actual test to be capable of emptying within three minutes of the sounding of a fire alarm. Each building offending counts one point.

9. C. RECOMMENDED: That all classroom buildings face and open to the south.

10. A. Dormitory rooms must be designed for the accommodation of three or more students each.

11. B. Senior middle school dormitory rooms should be designed for the accommodation of three or four students each.

12. A. The school plant must be in good repair and in condition to insure proper protection from weather.

13. B. The architecture and general appearance of the school plant should be pleasing to the educated Chinese public. Each large building offending counts one point.

14. A. Inflammable buildings must be fully insured.

15. B. Litter should be gathered up every day, and rules against scattering it should be strictly enforced.

16. B. The regular staff should be comfortably housed. Each member not so housed counts one point.
V. SANITATION AND HEALTH

1. B. There should be no desk for regular use so situated as to face the light, or be struck by direct sunlight, or so poorly lighted as to cause eyestrain. Each room in which this rule is broken counts one point.

2. B. Every classroom should have proper ventilation. Each room offending counts one point.

3. B. Dormitory rooms without abundant ventilation should provide a minimum of 600 cubic feet of space per occupant. All other (well ventilated) dormitory rooms should provide a minimum of 300 cubic feet of space per occupant. Each room offending counts one point.

4. B. In all class and dormitory rooms the floors should be swept daily and scrubbed at least every two weeks. (Two points.)

5. B. Servants' quarters should be adequate and hygienic, and should be carefully inspected at least every month.

6. A. Dining room floors and furniture must be kept clear.

7. A. Kitchen stoves and other kitchen furniture must be covered with tile, glass, or some other surface that is easily cleaned, and should be kept clean.

8. B. Kitchen floors should be of smooth surface, cement tile or something equally good, and should be scoured daily.

9. B. Food and dishes should be protected from flies by screening either the rooms as a whole or the cupboards in which these are stored.

10. B. All dishes and chopsticks should be cleaned in boiling water after each meal.

11. B. Wooden chopsticks should be replaced annually or oftener.

12. A. A supply of pure drinking water must be conveniently available under sanitary conditions.

13. B. Arrangements should be such that cups are individual or else scalded after each using, or drinking fountains should be in use.

14. C. RECOMMENDED: That where running water is available, flush toilets should be provided.

15. B. Even where flush closets are not used, toilet rooms should be free from offensive odors and protected from flies.

16. B. Boys' schools should provide urinals of porcelain.

17. B. Toilets, urinals, and basins of whatever type, should be scoured out daily.
18. A. Boarding schools must provide one tub or shower bath for each 20 boys or 30 girls enrolled. Tubs must be of metal or have glazed inside surfaces.

19. A. Boarding schools, except those having a hospital in close connection, must provide a suitable room or suite of rooms set apart for sick students.

20. B. Boarding schools of one hundred and fifty students or more should have a full-time trained nurse who may also teach, and smaller schools should have part-time service of a trained nurse.

21. A. A qualified physician must hold a daily dispensary for the treatment of students, or make daily visits, or at least be always available.

22. B. New students should be examined by a competent physician immediately upon enrollment, and all students and staff be examined at least once each year.

23. RECOMMENDED: That there be an effective system for the follow-up and correction of defects revealed by the annual medical examination.

24. B. Vaccination against smallpox should be compulsory.
VI. FURNITURE AND EQUIPMENT

1. B. The school should have a flag pole flying the national flag of China.

2. B. Each classroom should have a suitable teacher’s desk, preferably not on a platform.

3. B. Of four standard sizes of classroom furniture, for infants, children, youths, and adults, (with seat and desk heights about as follows: English inches 11 and 17, 12½ and 20, 14 and 23, 16 and 27) the school equipment should be such as to permit a choice of at least the upper two sizes in the assignment of individual seats in each middle school classroom.

4. A. Every classroom must have a minimum of twenty-four square feet of blackboard space in good serviceable condition. Each two classrooms offending count one point.

5. B. Classrooms used in the teaching of mathematics should have not less than thirty-five square feet of good blackboard space. Each two classrooms offending count one point.

6. A. The school must possess a piano or organ.

7. B. A senior middle school should provide not less than one piano or organ for each fifteen piano or organ pupils, with a total in any case of one for every 50 girls or 200 boys.

8. B. There should be one or more good pictures in each classroom, of a size to be appreciated from the seats. Each three classrooms not so provided count one point.

9. B. At least a quarter of the art equipment of the school should be Chinese.

10. B. The school should have a reading and a social room or both combined.

11. A. and B. A junior middle school must have a library of suitable books numbering not less than two volumes per pupil enrolled, and should have not less than four volumes per pupil. (Two points.)

12. A. and B. A senior middle school must have a library of suitable books numbering not less than three volumes per pupil enrolled, and should have not less than six volumes per pupil. (Two points.)

13. B. There should be in some way actually available to staff and students not less than one good approved Chinese periodical for each twenty students.

14. B. A senior middle school should provide for every fifty students enrolled at least one approved local Chinese
newspaper, one Chinese newspaper or review from each of the other two of the three following divisions of China,—North, East or Central, and South,—and one English periodical. Failure in any one of these three counts one point.

15. B. Each classroom in which geography is taught should have in it continuously during the days or weeks in which that portion of the subject is being taught: (1) a globe or two hemispheres; and good wall maps as follows: (2) The World, (3) Asia, (4) China, (5) Europe and (6) North America or the Americas. Any one of the foregoing not available in sufficient number for this purpose counts one point.

16. B. In addition to the above, each school should be provided with sets of detailed maps (including one for China), except where each student is required to own an atlas or atlas-geography.

17. B. Junior middle schools enrolling boys should provide facilities for shopwork and gardening. (Two separate points.)

18. B. Middle schools enrolling girls should provide for at least one year of instruction in both cooking and sewing, including machine sewing, to consist of not less than one double laboratory period a week in each. (Two separate points.)

19. A. Each senior middle school must provide a properly equipped physics laboratory.

20. B. A senior middle school should have in addition to a physics laboratory, either a chemistry or a biology laboratory, or equipment deemed equivalent for courses in agriculture, business, or household arts.

21. C. RECOMMENDED: That a senior middle school should in any case possess at least one high-power microscope.

22. A. The science apparatus must meet the minimum requirements as specified by the East China Christian Educational Association for senior middle schools in that region.

23. B. The school should possess (a) at least one typewriter, and (b) a mimeograph or similar instrument for the preparation of class papers in duplicate. (Two points.)
VII. CURRICULUM AND STANDARDS

1. A. The school year must consist of a minimum of 36 five-day weeks net, inclusive of term examinations, but exclusive of all holidays.

   NOTE. A class period as referred to hereafter must be of at least forty-five minutes, exclusive of time required in passing to and from rooms.

2. A. The student-load in junior middle school must be from 30 to 34 periods per week spent in work with the teacher, exclusive of physical education and independent study periods, but the work must be at least half of the nature of supervised study.


4. A. REQUIRED. Curricula must meet the minimum requirements of the "Outline Standards of the New System Curriculum," or whatever modifications of these may be officially determined upon later.

5. A. The student-load in senior middle school, exclusive of physical education and independent study periods, must be from 24 to 28 periods per week in the first year, from 22 to 27 periods per week in the second year, and from 20 to 25 periods per week in the third year work. Each class offending counts one point. This work must be less than half supervised study.

6. A. The course of study in a senior middle school must make possible a specialization in at least one line of vocational training.

7. B. There should be evidence either of a very strict selective process upon admission or a policy of selection and elimination during the first year of residence.

8. B. Elimination or subject failures in classes of twenty-five pupils or more (counting by year-subjects) should total from 10 to 20% a year after the year of first enrollment.

9. A. REQUIRED. Graduation standards must not fall below the "Outline Standards of the New System Curriculum," or of the government schools.

10. A. REQUIRED. All special requirements of the regional Christian educational organization must be met.
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