



ZHUHAI
INTERNATIONAL SCHOOL

Boarding Handbook

2019-20

At ZIS we strive to develop dynamic and principled global citizens who have the skills and attitudes to enable them to become compassionate life-long learners who will contribute positively to the future of our world.

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Introduction to the Boarding Community

Living in boarding is an extension of the experience of studying on campus. As an IB World School, the shared values by which we conduct ourselves are found in the attributes of the IB Learner Profile. Each of these ten attributes apply to life in boarding, but a selection of them have clear alignment with membership in the boarding community. Notably, the attributes of Principled, Communicators, Caring, and Balanced shape the ethos of the boarding provision at Zhuhai International School. It is impossible to predict every scenario that might arise in the boarding apartments, so when there is uncertainty we turn to the Learner Profile to guide and measure the success of our actions.

Students enrolled in our boarding programme are under the care of our Head Boarding Parent, Ms. Melody Peng who has been leading our programme at ZIS since its inception in 2014/5. Ms. Peng works closely in conjunction with the Head of School, the Head of Secondary, the Head of Primary, and the Head of Learning Services who together are responsible for the wellbeing and academic success of the boarding students.

Aims and Principles of ZIS Boarding

In line with the Mission and Philosophy of Zhuhai International School, ZIS boarding students should be:

- Inquirers – their natural curiosity has been nurtured and they actively enjoy learning
- Thinkers – they exercise initiative in applying thinking skills critically and creatively to solving complex problems
- Communicators – they receive and express ideas and information confidently in more than one language
- Risk-takers – they approach unfamiliar situations without anxiety and have the confidence to explore new ideas
- Knowledgeable – they have explored themes that have global significance and have acquired a critical mass of knowledge
- Principled – they have a sound grasp of the principles of moral reasoning and have acquired integrity, honesty and a sense of justice
- Caring – they show sensitivity towards the needs and feelings of others, and have a sense of personal commitment to helping others
- Open-minded – they respect the values of other individuals and cultures and seek to consider a range of points of view
- Well-balanced – they understand the importance of physical and mental balance and personal well-being
- Reflective – they give thoughtful consideration to their own learning by constructively analysing their personal strengths and weaknesses.

Boarding Programme Philosophy:

- As an IB World School, ZIS boarding is uniquely placed to promote new perspectives and broaden the minds of the children in our care, and deepen their sense of understanding and wonder. ZIS prizes communication, holistic learning and intercultural awareness committed to inspiring global citizenship. ZIS students are a unique blend of nationalities, cultures and ethnicities, all eager to contribute actively and compassionately to the life of our school and the wider community around us.
- ZIS students strive to do the right thing, even when they may be the only ones who will notice. Whether our students are with us for a year or two, or stay through to graduation and move on to the university of their dreams, we want our young people to look back on ZIS as a time when their desire to learn was awakened and they began to realize they have the power to change the lives of others and make a difference in our world.
- In line with our admissions policy, ZIS does not discriminate on the grounds of sex, race, class, ethnicity or religion. Students and parents are requested to communicate with the Head Boarding Parent and the Head of Campus for advice on these areas.

Altogether, boarding and studying at ZIS is informed by the school mission:

At ZIS we strive to develop dynamic and principled global citizens who have the skills and attitudes to enable them to become compassionate life-long learners who will contribute positively to the future of our world.

General Information

Each boarding wing has a shared common room furnished with easy chairs, tables and entertainment systems. Students have a working kitchen with refrigerators, cutlery, china, and drinking water. Wi-fi Internet connections are shared by all occupants.

All rooms have shower facilities with hot and cold water, one bathroom with shower is available in every room. Rooms can be decorated with posters, artwork, and photographs by the student – though we do ask that no displays that might cause offence to fellow students or visitors. Students are encouraged to bring their own small décor that will help to personalize their space. A bed, individual desk space and a chair, along with a wardrobe for the storage of personal items and clothes are found in each room. Students bring their own bedding, toiletries, and other items to help make their boarding experience comfortable.

Students are obliged to fill out the 'check-in and registration' form before residing within the dormitory. Rooms are distributed according to specific requirements and roommates may differ each school year. Students should adhere to the arrangement of bed distribution and should not change beds or refuse to cooperate with the Head Boarding Parent.

If students want to change rooms, written permission from the senior leadership team is required. This may only be possible when conditions permit. Staff from ZIS will check all the equipment before changing beds and any damage will be charged accordingly. Students who change rooms need to fill out the 'check-in and registration' form again.

Students are obliged to cooperate if asked to move out of or to share rooms when there are operational needs. (Building maintenance, room adjustments etc.)

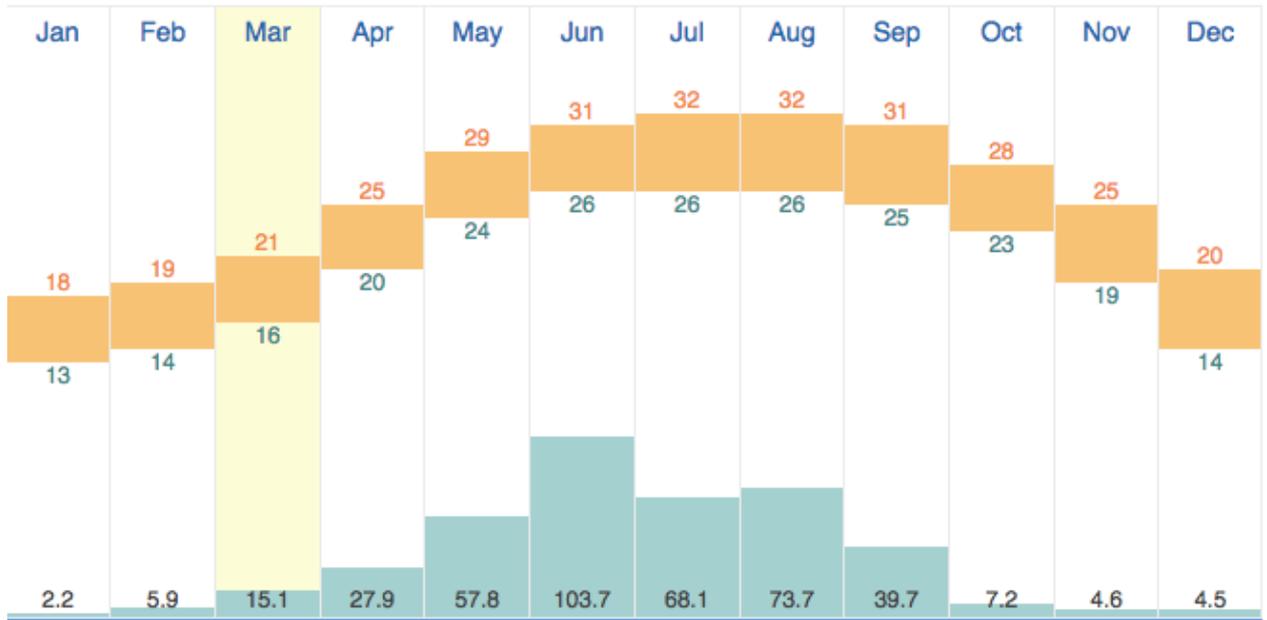
Packing and Preparing for School

Zhuhai's climate is nearly identical to that of Hong Kong, which comes as no surprise since you can see one from the other. June is the wettest month with an average of 103.7 mm of rainfall each year. The hottest months are June through September with average daily highs of 31-32 °C and average daily lows of 25-26 °C.

It is best to come equipped for a variety of weather experiences each week, and so layers of clothing are advised. Classrooms and the apartments have air conditioning and heaters as needed so students are recommended to be prepared for both the indoors and the outdoors. Students are expected to abide by the school dress code while on campus and when representing the school on field trips. It is recommended that students have the option of semi-formal dress for special school functions. Parents are requested to check that students are suitably and appropriately equipped.

Toiletries are widely available and students can request assistance should they have an immediate need. Particular requirements should be planned for in advance should a special brand or variety be needed or desired.

Climate of Zhuhai



Packing List

Required

- Sheets (120-200cm)
- Blankets/Duvet
- Pillow(s) & covers
- Towels
- Toiletries
- Jumper/Sweatshirt
- Trousers/Jeans
- Shorts/Skirts
- T-shirts
- Underwear
- Socks
- School Uniform (MYP students)
- School Attire (DP students)
- Closed Toed Shoes
- Semi-Formal Attire
- Backpack
- Personal Laptop

Recommended

- Sports Equipment
 - Tennis Racquet
 - Swimsuit
- Outdoor Equipment
 - Rain Jacket
 - Umbrella
 - Water Bottle
- Clothes hangers
- Fan
- Power Adapters / Chargers

Electrical Power

The voltage in China is 220V/50HZ and the two main types of outlets are Type A and Type I. Power outages are infrequent in Zhuhai with even the most severe typhoons bringing extended outages of over 12 hours.

Only fully approved electronic devices may be brought into the dormitories. Approval is provided by school leadership and the Head Boarding Parent. All electronic devices should be for educational and instructional purposes, with the exception of mobile phones for communication with parents and staff. Unapproved devices, or approved devices used in an inappropriate manner will be confiscated at the discretion of the Head Boarding Parent.

Gaming consoles are strictly forbidden.

Internet Access

All boarding students have access to the Internet in rooms and shared areas. Internet access is available in student bedrooms, which places significant responsibility on the student to use their technology wisely. The bandwidth is shared and since their academic studies rely heavily on bandwidth, students are expected to respect the needs of all users in the apartment.

Mobile Phones

Most students have a mobile phone, parents should note that is not an expectation that students have a mobile phone when boarding especially for younger students. Students are expected to only have ONE mobile phone and we ask parents to support this. Students must give their mobile number to the Boarding House at the beginning of the year and must notify staff if this changes at any stage.

Mobiles phones are to be used sensibly and their use during the school day is outlined in detail in the Technology Essential Agreements. Mobile phones are not to be used after lights out. Boarders from Years 7 to 10 must hand in their phone (and tablet, laptop and other electronic device/s) each evening, half an hour before their lights out. Parents must be aware that the school cannot be held responsible for any costs occurred in the use of mobile phones or for their loss or misuse. Parents are responsible for these costs.

Mobile phones will be confiscated if a student is using them contrary to school expectations. Parents are asked to notify the Head Boarding Parent if they have concerns over the use or abuses of mobile phones. Staff members are asked to be alert to the use of mobile phones for bullying. Parents are asked not to phone their children during study time, meals, or after lights out.

Further guidelines on the use of technology are outlined in the “Essential Agreement for Technology at School” found in Appendix 2.

Daily Schedule and Routine

We believe that daily routines are important for resident wellbeing and allows us to live in a respectful and functional community together while developing responsibility for ourselves and for our environment. A schedule allows us to know and to meet our responsibilities:

Weekday Schedule	
Times	Activity
8:00	Breakfast – dorms are locked at 8:30
8:30	School Day begins
15:35 (14:45 on Fri)	School Day ends – dorms are opened: check in with boarding parent
15:35	After School Activities (optional and encouraged)
17:30	Dinner
18:30	Study begins
20:00	Year 8 and under Study Ends
20:15	Years 9 & 10 Study Ends
21:00	Years 11-13 Study Ends Years 7 & 8 Lights Out
21:30	Years 9 & 10 Lights Out
22:00	Years 11-13 Room Check
22:30	Years 11-13 Lights Out

All Residential Program students must be picked up by a parent or guardian no later than 5:30pm on Friday afternoons. All Residential Program students must return to their dormitories no later than 7:00pm on Sundays, to ensure that they can attend the evening study period.

In the case where a holiday or long weekend begins on a day other than Friday, all Residential Program students must be picked up by a parent or guardian no later than 5:30pm on the day that classes end. In the case where a holiday or long weekend ends on a day other than Sunday, all Residential Program students must return to the dormitories no later than 6:00pm on the day before classes resume, to ensure that they can attend the evening study period.

In the case of teacher in-service/student half days, students may use the afternoon for relaxation and study at the discretion of and under the supervision of the Head Boarding Parent. In the case where a school event is held on a Saturday, students must reside in the dormitory on the Friday night according to the regular schedule. Parents may take students home immediately after the school event. Students must return to school on the Sunday/day before classes begin according to the regular schedule.

Written permission is required from all students leaving the school. Students shall not leave school unless permitted by a senior leadership team member during regular school hours. Students leaving with written permission must return by the time stated on the written permission.

Security, Well-Being, and Safety

During the school day, boarding students are expected to attend classes and involving themselves in the routines as set by the Head of Secondary. Students will not be admitted into the boarding facilities during the school day without specific permission from the Head Boarding Parent.

There is a constant concern for the security of people's belongings and consequently it is most important that entry doors are not propped open. It is essential that everybody takes care of their own property. Property that is best kept under lock and key should be registered and stored with the Head Boarding Parent.

The Residential Program has an "Open Door" Policy. This means that up to and during evening study period, all student dormitory doors must be opened. At all other times, doors cannot be locked. The Head Boarding Parent has the right to enter the dormitory after knocking and waiting a reasonable time.

Pastoral Care

Pastoral care is an important component of our responsibility to our students. All members of the boarding community are motivated by their concern for each individual student. Students are aware that they can approach members of the boarding team with any worries, concerns, or cares they have.

Homesickness

Homesickness is a common occurrence for boarders and impacts each student in varying degrees and in different ways. It is a consequence of the love between the student, their parents/guardians and their home environment. It also reflects the insecurity of moving into a new set of circumstances where virtually everything is new and unknown. The effects of homesickness can be significantly reduced by preparing your child for boarding life in a number of ways.

Parents should discuss with their child his/her concerns about moving into boarding. (These concerns should be shared with the Heads of Boarding.) The concept of homesickness should be raised and your child should be reassured that homesickness is a normal part of life experienced by most boarders, both old and new.

Reassure your child that boarding staff and other students are there to assist them through their homesickness. Their feelings will come and go but they should always remember the fact that the rewards of boarding life far outweigh the challenges.

Balanced & Healthy Living

Meals

Boarders are expected to attend each meal. Staff monitor that:

- students attend meals and are consuming a balanced diet
- manners are exemplary
- mobile phones are not used
- food remains in the cafeteria
- additional food is available for students who are excused from a meal

Laundry and Cleaning

Students are expected to contribute to the overall cleanliness of the apartment, both in their room, bathrooms, and in the shared common spaces. ZIS staff will clean rooms and bathrooms weekly, or more frequently as needed.

Food must be carefully managed in rooms as carelessness will attract unwanted pests.

Laundry is collected each week and cleaned by boarding staff. All clothing items must be clearly marked with the student's name or initials. We recommend that students keep any delicate items out of the laundry service. Ironing is also done by the boarding staff. An iron is available to students who wish to press their own clothes.

Recreation Time

There are many sporting and activity options available to students:

On campus:

- Basketball, Volleyball, and Football facilities
- Fitness room
- Running track
- Table tennis

Off campus excursions could include:

- Cinema
- Sporting events
- Theatre or Dance performances
- Museum visits
- Shopping and/or Dining

Non-structured time can be used for sports, activities and relaxing in a safe and respectful manner. Activities during these times should be under the supervision of the Head Boarding Parent. If school facilities are required for activities, they should be booked according to standard ZIS procedures

Illness and Emergencies

When students are unwell they are to inform their classroom teacher while on campus. In these instances, they will be sent to the school nurse for care. If students are unwell while in boarding, they are required to speak with their boarding parent

who will contact parents to determine the best care option. More serious medical problems will be dealt with at the nearby hospital, Hospital #5, and in the event of a dental emergency care may be sought there or at a local dentist depending on the need and time of day.

Students in boarding are not allowed to have prescription medicines in their rooms. Special cases may be made in consultation with the Head Boarding Parent and the school nurse.

A medical form must be completed in detail for each student.

In the event of a serious emergency we will contact parents, guardians, or any other person nominated as the student's guardian/contact. In the event that this contact cannot be made, we will seek medical advice and accept treatment for the student as needed.

Parents are advised to have comprehensive medical insurance coverage to cover medical costs.

Other Essentials

Parental Consent Form

Acceptance into boarding is dependent on the completion of the Parental Consent Form.

Should there be any questions concerning the items on the form, please contact the Head Boarding Parent or the Head of School.

Emergency Evacuation Procedures

Boarding parents will instruct students of emergency procedures in the event of fire or similar emergencies. Procedures will be posted in the apartment. When the alarm issues a constant sound students are to evacuate immediately through the nearest stairwell and assemble outside the café. Boarding staff will evacuate after sweeping the residences and take role. No one is to return to the boarding facilities until the Head Boarding Parent gives the “all clear”.

Visting Tangjia and further into Zhuhai

Excursions nearby in Tangjia and further into Zhuhai will only be considered with careful consultation between the Head Boarding Parent and the Head of School.

Visitors

Any visitors must first be pre-arranged with the Head Boarding Parent and upon approval introduced to the boarding parent before entering the dorm area. Additionally, guests must also receive permission from boarding parent to enter a student’s room. Parents or family are encouraged to visit during the week and should overnight accommodation be needed we would be pleased to recommend nearby hotels.

Communication

Changes to the parental consent form should be communicated to the Head Boarding Parent by parents. Additionally, parents are asked to communicate with the Head Boarding Parent when a student has planned absences from school.

We are an English medium school and encourage our English Language Learners to improve their fluency through regular practice. Where parents are in need of language support, we will do our best to accommodate these needs. Our staff speak English, Mandarin, French, Dutch, and Spanish.

Passports and Visas

Please advise us well in advance if you anticipate any difficulties with passports or visas needed for travel. It is the responsibility of each family to assure the appropriate travel documentation is in place prior to travel. Passports, vaccination certificates and air tickets should be given to the Head Boarding Parent for safekeeping while students are in residence.

Residence Permits

Students from abroad require a student residence permit. The school can obtain these on behalf of parents/students upon request.

School Rules

The experience of boarding brings together students from all backgrounds and experiences. It places students in an environment where school extends into their home in a way that those unaccustomed to boarding will find challenging. As a member of a boarding community, it is essential that students are open-minded, caring, tolerant, and flexible. To ensure a positive boarding experience, we place expectations on students that may not apparently resemble the routines and practices from home. The boarding parent is responsible for the health and wellbeing of each of the teenagers under their care and must set clear boundaries that are respected by all members of the community. The ZIS student code of conduct outlines these general expectations of respect and care. Overall, we expect that students are honest, respectful, caring, and principled in their daily actions.

Expectations specifically relating to the boarding facilities include:

- Nothing is allowed to be placed on balconies. Students must not attempt to climb onto balconies.
- Students must cooperate with all room checks.
- Students are not allowed to go to other rooms without an invitation.
- Boys and girls are strictly prohibited from entering each other's section. They must remain within their designated areas at all times.
- Elevators may not be used at any time.
- Students are responsible for the care of their personal belongings.
- For reasons of personal safety students shall not lock their doors while sleeping. Students must keep their doors open up to the final check each night.
- Students shall not interfere with safety equipment except for in emergencies. Any broken equipment must be reported immediately and paid for by those responsible for causing the damage.
- Students should not place anything in corridors as this could be an obstacle during a fire.
- In case of an emergency, all Residential Program students and staff must follow the ZIS designated evacuation procedures. All Residential Program students and staff must make themselves familiar with these procedures.
- Students are prohibited from watching or spreading inappropriate videos, magazines or materials in any format within the Residential Program.
- Gambling, fighting or behaving in a threatening or violent manner are prohibited.
- Students must develop fire safety awareness. No electronic devices such as electronic water heaters, ovens, cookers, electric blankets and such equipment as fridges and washing machines are allowed within the dormitories. All electrical plugs, outlets and adapters must be safe and of high quality to avoid a fire risk.
- Fire crackers and all explosive and chemical substances are prohibited.
- Playing with fire, burning substances with lighters or matches and lighting candles are not allowed anywhere inside the dorm building.

- Smoking or alcohol, are not tolerated. Use, possession, or association with nicotine (in its many forms) or alcohol by boarders in the rooms or beyond will result in a recommendation to expel the student from the school.
- The use of narcotic drugs is illegal in China and is not permitted. ZIS has a zero-tolerance policy with respect to narcotic drugs. Any use, possession of, or relevant association with illegal drugs will result in a recommendation to expel the student from school.
- Any disrespect towards the Head Boarding Parent will be referred to the leadership team and treated as a serious discipline offense.
- Violations of this policy document will be treated in accordance with the ZIS school discipline procedures found in the ZIS student handbook. Discipline violations in the dormitory are considered ZIS discipline violations and will be treated as such.
- The Head of School reserves the right for final interpretation and implementation of all school rules and policies.

The “Essential Agreement for Behaviour at School” in Appendix 1 encompasses these and all behaviour matters relating to student life.

Boarding at Zhuhai International School extends the educational experience enjoyed on campus, further opening students to inter-cultural exchange and developing lifelong friendships. Boarding is a home away from home, allowing students the opportunity to share in the quality of life offered by Zhuhai, to engage in the academic rigors offered by the IB, and to connect with new friends and new adventures as members of our community.

ESSENTIAL AGREEMENT FOR BEHAVIOUR AT SCHOOL

WHOLE SCHOOL

1. ZIS believes students have three basic rights:

- **The right to feel safe**
- **The right to learn**
- **The right to be treated with dignity and respect**

2. Any behaviour that imposes on another person's rights will not be tolerated.

3. Students are asked to reflect on their behaviour when it does not align with expectations. This reflection may be verbal or written.

4. Major behaviour issues may require intervention from the Head of Secondary and parents will be informed.

5. In cases of serious issues (like suspension), students have the right to have a say in writing and have a impartial and just consequences.

6. Students who continue to display poor choices with regards to their behaviour will be supported within a parent-teacher-student system with clear consequences at each stage.

7. ZIS provides a positive framework to celebrate and recognise students who exhibit positive behaviour and personal growth.

Any correction of students should be summed up by the four C's:

Care, Consistency, Choice and Calm

Students need to know that they are cared for as individuals and that sometimes they can just have an "off day" and that if mutual respect is maintained they can move forward from the infraction with dignity.

High expectations in behaviour and work ethic are consistently maintained across all teaching areas. If a student chooses not to meet these expectations, the consequences are also consistent. The consequence of continued poor choices or failure to meet their responsibilities should be made clear to the student at all times.

What is a Behavioral incident?

- ✓ Verbal or non-verbal defiance
- ✓ Rudeness
- ✓ Disobedience
- ✓ Failure to comply
- ✓ Failure to follow instructions
- ✓ Interference with other student's work, belonging or physical person

Incidents may be classified as minor, medium or serious in nature.

Minor Infringements - include those listed above as well as infringements against the homework/assessment agreements.

Minor infringements also include students who suffer organisational limitations such as not bringing correct equipment to class or being late to class.

Students should expect to be given three opportunities to reflect on their behaviour before any escalation of consequences.

Medium Infringements – students who have attended three lunch detentions in one week, failed to attend a detention or have failed to make good choices after three opportunities and have been sent to the Head of Secondary. Both students and teachers will fill in a *Reflection* sheet to promote active reflection on the situation and to facilitate the restoration of relationships.

Serious Infringements - include any Behavior that contradicts the three core rights. These may involve internal or external suspensions and will always involve the Head of School.

Parents can expect to be involved in any medium or serious infringements but not necessarily in minor ones.

Internal suspension

- Supervised by Head of Secondary
- Students will not attend class or lunch with class mates. Class work done in office with Head of Secondary

Behaviour Monitoring Card

Students with ongoing issues or issues that are not confined to one area may be issued with a tracking card which will need to be filled in each day by the classroom teachers.

This system will provide opportunities for immediate feedback to students with regards to their ongoing behaviour. Ongoing communication between home and school will be maintained on the card and additional support in the form of regular counselling may be necessary.

Appendix 2

ESSENTIAL AGREEMENT FOR TECHNOLOGY AT SCHOOL

I understand that I am entrusted with access to both the school Network and the Internet.

I therefore accept that Zhuhai International School (ZIS) must have similar sanctions (see below) to maintain the security of all the work done by all the users of its IT systems.

In order to use the It facilities at ZIS, I agree to:

- Only use the Network and Internet for school related work
- Not use the Network for accessing any social media
- Never knowingly access inappropriate web sites
- Only use my device when instructed by the teacher or in approved areas
- Never try to put executable programs (games or otherwise) on to the network.
- Never knowingly alter any system settings
- Never disconnect or tamper with a laptop or workstation or any of its component parts
- Never **send** inappropriate emails

MOBILE PHONES

Mobile phones have fast become a normal part of everyday usage. If they are to be utilized in school, they **MUST** adhere to the same rules and regulations.

Students **ARE** allowed to use their phones in school if they use it responsibly.

Students should:

- keep their phones in airplane mode at all times on the school grounds -this will disable all call functions
- not use their mobile phone without the direct permission of the teacher and use in the full view of everyone
- not take recordings or photographs without the express permission of both the teacher and the people involved
- not use their mobile phones as communication devices without permission. They should not call, text, video call, snap chat anyone while on the school grounds
- not use their mobile phones for watching videos or playing games
- be mindful of the content when using the mobile phone on the bus and adhere to the same rules as if it was any other device

Students may have their phones in their pockets during the school day in order to use them when permission is granted. **The school will not be held responsible for loss or damage to the device if it is on the student's person when it occurs.**

Students can expect to have their devices removed from their person if they are not meeting their responsibilities. Their devices will be locked in a safe place by the Head of Secondary until the end of the day.

Continued or ongoing misconduct will result in disciplinary action and potential banning of that device at school for a period of time.

Parents will be notified of any and all infractions with regards to technology.

Sanctions

- **If the agreement is breached:**
- **A warning in writing will be issued**
- **Access privileges will be temporarily suspended while the breach is investigated**
Any subsequent breaches will result in a long term or permanent suspension of access to the Network/Internet or mobile



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