

BOARDING

Zhuhai
International
School
Boarding
Handbook

Your on-campus home away from home

Learn what campus life
has to offer and how
you can get involved.



**Live
Learn
Grow**

Dynamic and principled
global citizens

2022-2023

WHY

At Zhuhai International School 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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WHERE



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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.

COMMUNICATORS
BALANCED
PRINCIPLED
CARING

AIMS AND PRINCIPLES

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 HOUSE PRINCIPLES

The Boarding House creates an atmosphere that promotes independence and resilience, and where every member of the community adopts and displays the very best of what it means to be a part of ZIS

We provide a safe and caring environment for boarders, which enables students to achieve personally and academically.

As members of the boarding community, we demonstrate this by:

- Embracing the rules as tools of harmony.
- Valuing personal wellbeing and the wellbeing of others.
- Behaving safely at all times and observing safety procedures.
- Eating a balanced diet and leading a healthy active lifestyle.

The boarding provision aims to create a happy integrated international community where a spirit of courtesy, mutual support and consideration is adopted by all, and where respectfulness is valued and inclusivity underpins all that we do.

As members of the boarding community, we demonstrate this by:

- Treating people with respect.
- Respecting the possessions of others.
- Caring for the campus and the surrounding area.
- Welcoming visitors and new members into our community.
- Being courteous and kind to yourself and others.
- Recognising and opposing all forms of prejudice, violence and discrimination.



The boarding provision aims to produce independent students who take responsibility for themselves, others and our global environment by actively engaging in school processes, service and citizenship.

As members of the boarding community, we demonstrate this by:

- Striving for high standards of personal and academic conduct at all times.
- Aiming to promote a positive image of yourself and the school in the wider community.
- Demonstrating effective time management.
- Embracing the opportunities on offer.
- Being able to look after yourself, your belongings and your personal space.
- Only using devices with discretion and at appropriate times.



Boarding Programme Philosophy:

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.

1 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.

2 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.

3 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.



GENERAL INFORMATION

The 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.

Each room has a bathroom with shower facilities. 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.)

STUDENT FACILITIES

Each bedroom has space for the boarders to work both individually or collaboratively. There is also a communal area for boarders wishing to study outside their individual bedrooms. The Boarding House has an effective Wi-Fi system so that boarders can go online through the day until bedtime.



Additional ACADEMIC SUPPORT

Boarding students can ask the duty staff or older students for support with academic issues relating to individual assignments, topic revision or more general academic organization. Boarders may access their subject teachers at the end of the school day. For more details about specific additional academic support, please contact the specific subject teacher directly.

HOMEWORK & INDEPENDENT STUDY

Homework

- Homework is supervised by boarding staff in the study rooms and is designed to provide boarders with a silent study space to complete school work.
- No mobile phones or headphones are to be used.
- We ask parents and guardians to avoid calling boarders during these times.

Academic progress is closely monitored and measures may be taken to ensure that a student is working appropriately during homework time. If students have completed their homework then they should read quietly.

Independent Study

- Independent study provides boarders with the opportunity to work in semi-supervised conditions in their bedrooms.
- Staff are available to provide support if necessary.

BOARDERS' WIDER EDUCATION

In addition to homework and independent study time, boarders take part in a compulsory wider education program designed to provide students with the information and tools to be prepared for life beyond boarding.

Boarders' Life Skills: A weekly program that combines practical skills (cooking, washing, sewing, ironing) and social guidance (alcohol and drugs, relationships) designed to prepare boarders for adult life.

Besides these weekly sessions, boarders' events are organised spontaneously according to world events, sporting and cultural occasions. Equally, boarders are encouraged to suggest or plan additional events together with support from the boarding staff team.

EVENINGS & WEEKENDS

Evenings and weekends are an opportunity for boarders to study, get some rest, enjoy leisure time, and prepare for the coming week. In addition, the weekend provides boarders with the opportunity to engage in off-site trips, on campus activities or signing out with friends.

TRIPS

Trips are arranged from time to time and typically take place on a Saturday or Sunday. It is compulsory for all boarders to participate in the trips. Trip locations include the cinema, skating rink, shopping centres, nature walks and visits to local cultural attractions in and around Zhuhai. We encourage the boarders to suggest further outings that they would like to attend.



Getting Settled

Welcome to the tropics - Zhuhai is located at 22.27° N, 113.58° E

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.

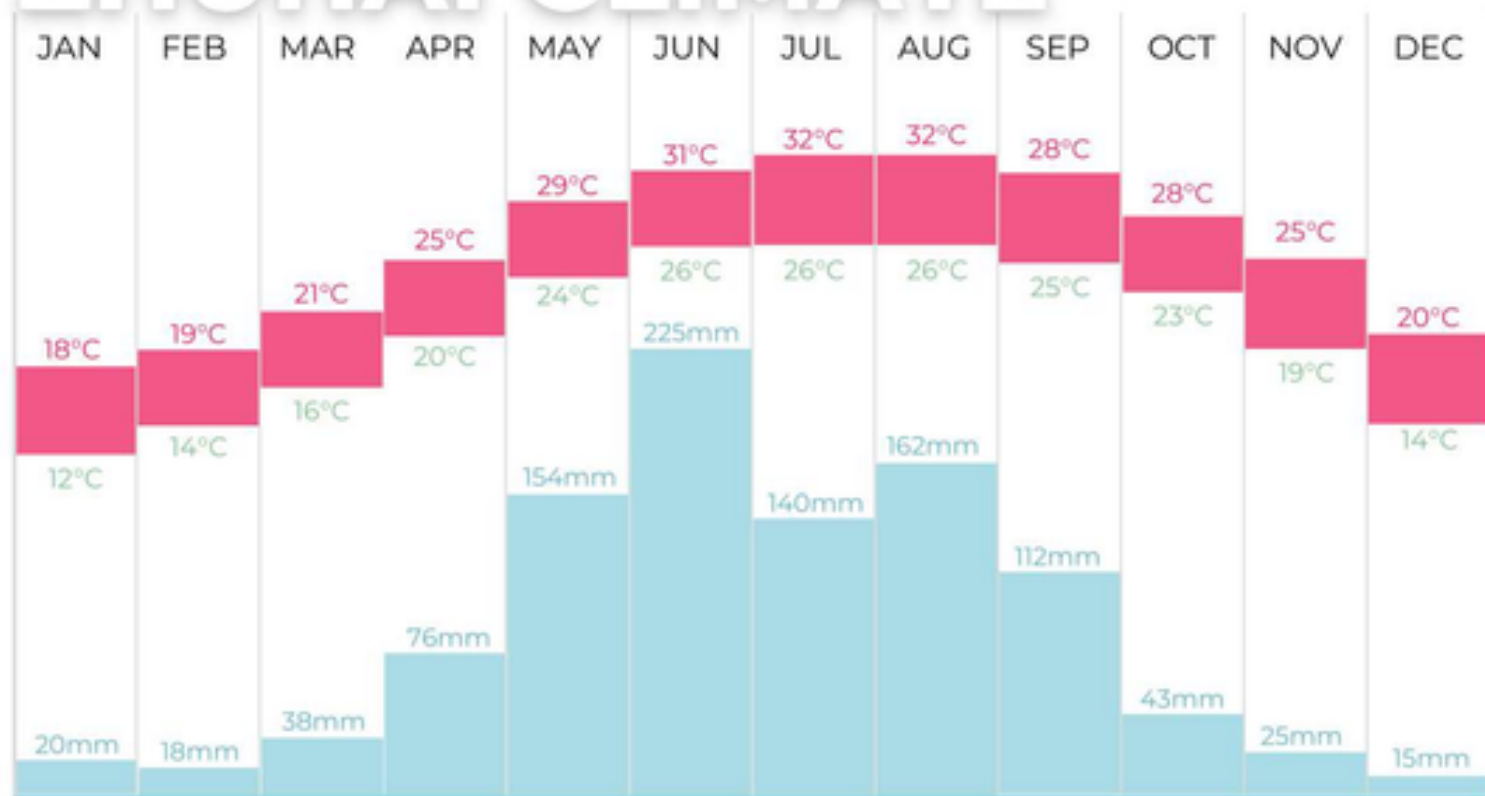
It is best to come equipped for a variety of weather experiences each week, and so layers of clothing are advised. Classrooms and the apartments have air conditioning and heaters as needed so students are recommended to be prepared for both the indoors and the outdoors. Students are expected to abide 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.



ZHUHAI CLIMATE



Packing List

REQUIRED

For your room

- ☐ Sheets
- ☐ Pillows & covers
- ☐ Blankets/Duvet
- ☐ Towels
- ☐ Clothes hangers

Clothing

- ☐ Shorts/Skirts
- ☐ Trousers/Jean
- ☐ Jumper/Sweatshirt
- ☐ School Uniform (MYP Students)
- ☐ School Attire (DP Students)
- ☐ Closed-toed shoes
- ☐ Underwear
- ☐ Socks

For your studies

- ☐ Backpack
- ☐ Personal Laptop
- ☐ Power Adapters/Chargers
- ☐ Water Bottle

RECOMMENDED

- ☐ Semi-Formal Attire
- ☐ Sports Equipment
- ☐ Outdoor gear
 - Rain jacket
 - Umbrella
 - Warm hat/scarf
- ☐ Fan
- ☐ Headphones
- ☒ Gaming consoles are strictly forbidden.

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.

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 any device used in an inappropriate manner will be confiscated at the discretion of the Head Boarding Parent.



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.

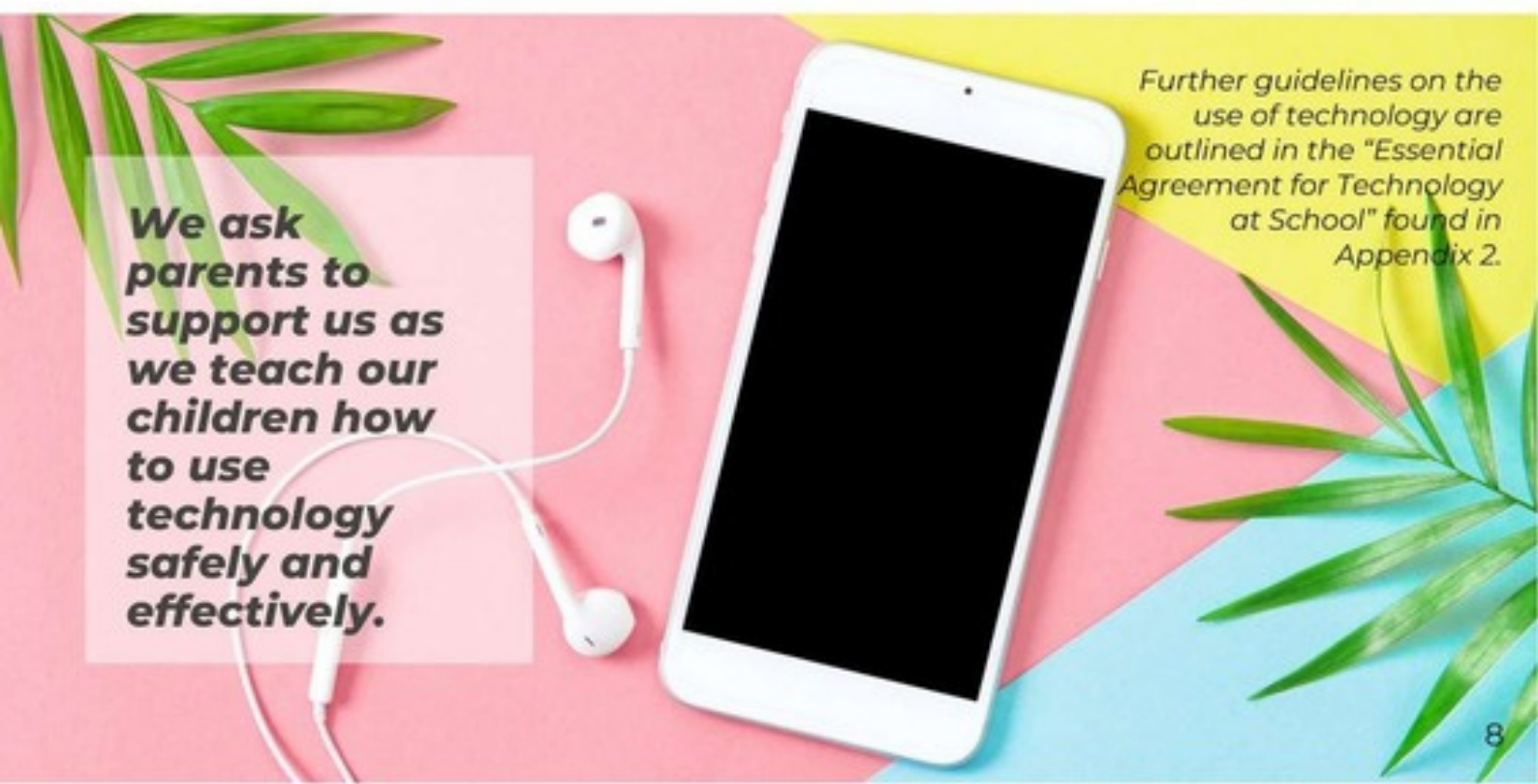
Mobile phones

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.

2 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.



We ask parents to support us as we teach our children how to use technology safely and effectively.

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



BOARDERS INDUCTION PROGRAM

New boarders are expected to arrive before the start of the academic year to participate in the induction program. This is designed to explain how ZIS operates and allows new boarders to become familiar with Boarding House routines and procedures. This induction takes place over the first week of school. In this time boarders will be:

- Shown to their room
- Toured around the Boarding House
- Attend the Welcome Briefing
- Introduced to the House staff team
- Take part in introductions and icebreaker games
- Assigned a Boarding House Buddy
- Made aware of domestic arrangements
- Made aware of the location and operating hours of the school nurse
- Given a detailed tour of the school campus
- Given an orientation tour of the local area and points of interest near campus

Throughout the first few weeks of term, the Boarding House holds a variety of social events to help new boarders socialise and settle in. These could include a trip into the city, a pizza and film night, a sporting event, and other Boarding House events.

THE BOARDING HOUSE IS HOME TO THE BOARDERS, SO IT IS IMPORTANT THAT THEY FEEL COMFORTABLE AND KNOW HOW OPERATIONS.

The Boarding House is generally closed for holidays lasting a week or more and boarders are expected to leave for these periods unless they have prior approval to stay. ZIS only requires boarders to fully vacate their bedrooms over the summer holidays, but otherwise, they are free to leave their possessions in situ over long weekends other holiday breaks.





Daily Schedule & ROUTINES

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:

Monday - Friday

8:00	Breakfast - dorm are locked at 8:30
8:30	School Day begins
15:35 (14:45 on Friday)	School Day ends - dorms opened: check in with boarding parent
15:40	After School Activities (optional and encouraged)
17:30	Dinner
18:30	Study Begins
20:00	Grade 7 and under - Study Ends
20:15	Grade 8 & 9 - Study Ends
21:00	Grade 10 — 12 - Study Ends
21:30	Grade 8 & 9 Lights Out
22:00	Grade 10 — 12 Room Check
22:30	Grade 10 — 12 Lights Out

Weekday Residential Program students must be picked up by a parent or guardian no later than 5:30pm on Friday afternoons. Weekday 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.

WELCOME TO OUR NEW STUDENTS



We want to welcome our new boarders to their Zhuhai home. Boarders are expected to arrive 2 days before the first day of classes to participate in the induction program. This will help us share with you what happens at ZIS, what a typical day looks like and what is expected of our boarding students. Please prepare by reading through this guide.

During the Induction Program, new students will be:

- Shown to their room
- Shown around the ZIS Campus
- Attend the Welcome Meeting
- Introduced to the Residence Program team
- Take part in introductions and icebreaker games
- Assigned a Boarding House Buddy
- Made aware of cleaning, dining, and other day-to-day living arrangements
- Made aware of the location and operating hours of the school nurse
- Given a detailed tour of the school campus
- Given an orientation tour of the local area and city center
- Shown how to access the city center by Grab or taxi
- Throughout the first few weeks of term, the Boarding House

STUDY FACILITIES

Each bedroom has space for the boarders to work both individually. Students are encouraged to join the on-campus teacher after school hours for an initial study period. Students may speak to and email their teachers whenever they have a question or need more support.



ACCOMMODATION

The student accommodation at ZIS is made up of two single beds in an en suite bedroom. Boarders will be paired according to their gender and age. Each boarder is allocated a bed, desk, shelf, and wardrobe.

Boarders are welcome to personalize their space with appropriate posters, photographs and other personal items. We expect each boarder to leave their room as they found it at the start of the year.



HOLIDAYS & SPECIAL DAYS

In the case where a holiday or long weekend begins on a day other than Friday, weekday 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.

**WRITTEN
PERMISSION IS
REQUIRED FROM
ALL STUDENTS
LEAVING THE
SCHOOL**

SIGNING IN & OUT



We expect boarders to fulfil all of their commitments to the School and House before signing out.

ON CAMPUS

When leaving the Boarding House students must:

- Seek permission from the boarding parent before departure.
- Provide relevant information for staff to complete the signing out sheet
- Never leave campus alone.
- Return at the agreed time with duty staff.
- Take a charged and functioning mobile phone.
- Answer the call if it is from the school or duty teacher.
- Sign-in upon return

OVERNIGHT EXIT WITH PARENTS

If students wish to exit the Boarding House overnight to stay with their parents they should follow the procedure below:

- Request the exit to a member of the boarding team 24 hours prior to departure.
- It will be at the Head of Boarding's discretion as to whether the boarder has permission to leave.
- Parents or permanent guardians must request this 24 hours in advance via email.
- It will be expected to be up to date with all schoolwork.

SECURITY

SECURITY

ZIS provides several levels of security to ensure the campus and Boarding House is a safe school and residential location:

- The security team operate 24 hours a day and closely monitor movement on and off campus.
- The Boarding House is locked during the school day and monitored at evenings and weekends so that only boarders, staff and approved visitors may gain entry.
- All persons visiting the Boarding House (e.g. visitors, outside delivery and maintenance personnel) are kept under constant staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- The main school lift only provides access to the boarding house when used with a service card which is held by the houseparents.

Our 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.

During the school day, boarding students are expected to attend classes and involving themselves in the routines as set by the Head of Secondary.

Boarding facilities are locked during the school day and monitored during evening and night. Students may not enter their room during the day without permission from the Boarding Parent.

EXTERNAL VISITORS

External visitors may enter the Boarding facility if they:

- Sign in at the main school Reception and with the boarding staff.
- Are accompanied by a member of staff at all times (therefore may be asked to stay at Reception until the student can see them).





Well-Being & Safety

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.

BOARDERS' POSSESSIONS

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. We ask boarders to:

- Hand in valuable items and documentation upon arrival, for safekeeping in the office of the Head of Boarding.
- Hand in large sums of money (if, for example they have been given the whole term's pocket money as cash) to be kept in the school safe until they need to use it.
 - *Staff will keep a record of when money and valuable items are received and distributed back to students.*
- Use digital forms of payment rather than cash.
- Avoid bringing valuable jewellery or other such valuable items to school.

The school is not liable for any items that go missing from a boarder's possession.



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.

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 & 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

Pocket Money

The Boarding House promotes moderation with regards to student expenditure and believes that it is in the interest of the students' personal development that they don't have access to large sums of money. It is recommended that parents and guardians provide their child with an appropriate funds to allow for occasional purchases while on school trips, for supplementary school uniforms, and for additional refreshments at the ZIS café. The school does not recommend that students have large sums of cash and should they have a considerable amount that submit it to the school office for storage in the safe.



Boarding students meet frequently. These meetings provide boarding students with the opportunity to contribute towards the running of the boarding community. The meeting has a standard agenda will include the following items:

- Routine arrangements
- Choice of optional Boarders' activities
- Food satisfaction
- Suggestions for boarders' assemblies and special boarders' events
- 3 aspects of boarding life which are positive
- 3 aspects of boarding life which can be improved
- Any other Business

Alongside the Boarders meetings there will be ongoing opportunities for boarders to provide feedback to the boarding staff. This can be done in any of the following ways:

- In person or email to a member of boarding staff
- By writing feedback or ideas on the student voice feedback board



GREEN LIVING

We place a strong emphasis on environmental issues and believe this is an area which every individual can easily support by simply choosing the most appropriate action. To that end, all boarders are expected to:

- Recycle all plastics, paper, cardboards, cans by placing them in the bins provided.
- Conserve water by taking short showers and by turning off the tap while brushing teeth
- Take a bag when shopping rather than buy a plastic or paper bag from a shop.
- Ensure all lights and electronics are switched off when not needed.

The caterers provide a healthy choice of hot and cold food, as well as specific dietary needs such as vegetarian foods. Staff supervise meals times to ensure that students are eating a balanced and healthy diet.

Boarders are able to buy food, drinks or snacks providing they label their food and store them in the fridge or designated cupboards in the common room. Boarders have the opportunity to suggest changes to the menu. In addition to the catering provided, the ZIS canteen provides students with the opportunity to buy snacks and drinks throughout the school day.

On weekdays Boarders may purchase snacks and refreshments during the morning break and during lunch. They use their pocket money or digital pay method of choice to purchase items from the Canteen.

THROUGH
CAREFUL
ACTION
WE CAN CARE
FOR OUR
ENVIRONMENT

CARE CHOICE CALM CONSISTENCY

CODE OF CONDUCT

The boarding community is founded on trust between the students and staff, and make sure that the behaviour of any one individual does not have a negative effect on another. The behaviour expectations outlined for all ZIS students during the school day apply also in boarding life.

As an IB School, ZIS's code of conduct is essentially the IB Learner Profile. Teachers will discuss the Learner Profile and what this means in terms of student expectations and responsibilities at various times throughout the year.

We seek to create a compassionate and tolerant learning environment on our campus. Everyone has a role to play in developing the attitudes and behaviour that make this possible. All members of our community are expected to respect the rights, feelings and property of students, teachers, staff, visitors and parents.

Our philosophy for any correction of students can be summed up by four C's: CARE, CONSISTENCY, CHOICE, CALM.

We believe that students do well if they can. Where they are in need of support, we seek to teach skills to better equip them for their social, emotional, and academic benefit. These skills are summarized in the Approaches to Learning skills, part of our IB curriculum, notably: Collaboration, Organization, Affective, and Reflection Skills:

Collaboration Skills

- use social media networks appropriately to build and develop relationships
- practice empathy
- help others to succeed
- take responsibility for one's own actions
- manage and resolve conflict, and work collaboratively in teams
- make fair and equitable decisions
- give and receive meaningful feedback
- advocate for one's own rights and needs

Organization Skills

- plan short- and long-term assignments; meet deadlines
- keep and use a weekly planner for assignments
- plan strategies and take action to achieve personal and academic goals
- bring necessary equipment and supplies to class

Affective Skills

- practice focus and concentration
- demonstrate perseverance and persistence
- practice delaying gratification
- practice strategies to overcome impulsiveness and anger
- practice strategies to prevent and eliminate bullying
- practice managing self-talk
- practice positive thinking
- practice "bouncing back" after adversity, mistakes and failures
- practice dealing with disappointment and unmet expectations
- practice dealing with change

Reflection Skills

- identify strengths and weaknesses of personal learning strategies
- consider personal learning strategies, including being a more efficient and effective learner
- consider ethical, cultural and environmental implications

Under no circumstances are the following behaviours tolerated at ZIS:

- Bullying
- Theft
- Involvement in smoking, alcohol and drugs
- Possession of dangerous weapons
- Sexual activity

Students who engage in any of these forbidden activities risk their place at ZIS.

Any sanctions given are decided by boarding staff, and the Head of Boarding for more serious offences. Sanctions are proportionate to the misbehaviour involved and records of all sanctions are kept for future reference.

Clothing & Physical Appearance

The boarders' appearance should convey pride in themselves and in our school community. School uniform must be worn correctly. In the Boarding House, boarders may wear their own clothes providing that they dress in an appropriate manner. Boarders must be appropriately dressed when in public areas. This includes common rooms and corridors. The following items are examples of what we consider inappropriate:

- Military uniforms
- Untidy or damaged clothes
- Cropped or low cut-tops
- Any clothing that reveals underwear
- Clothing that could be potentially offensive



ROOM AND STUDENT SEARCHES

If a member of boarding staff suspects that prohibited or dangerous items are stored in a boarder's bedroom or carried by a boarder then an official search will take place. Examples of prohibited items include:

- Cigarettes, alcohol or illegal drugs
- Offensive videos or paper material
- Laser pens
- Sharp objects (except in shaving devices)
- Additional items deemed inappropriate for a school environment

Room Search Protocol:

- The student will always be given the chance to hand in any inappropriate items once they have been informed that a search is about to take place.
- The search will always be carried out by two members of staff in the presence of the boarder.
- The search will include a member of staff that is the same gender as the boarder.
- The boarder will be responsible for emptying all storage areas and turning out their bags and pockets.
- If a boarder is found in possession of a prohibited item then the ZIS Behaviour Protocols will be followed.

Random searches will also be carried out throughout the year if and when necessary.

SEXUAL RELATIONSHIPS AND BEHAVIOUR

Sex and relationships are considered important areas of knowledge. The curriculum for sex education is delivered during the school day as a part of regular programming. Students found engaging in any form of sexual behaviour on the school site will receive a serious school sanction. There must also be no public displays of affection, which may give rise to embarrassment or the feeling of awkwardness in others.

It is strictly forbidden for boys to enter the girls' corridor and vice versa. Students may only mix in shared spaces.

Students of the same sex may enter each other's bedrooms but only by invitation from the students occupying the room at the time.

Boarders' Bedroom

We ask boarders to:

- Make their bed
- Open the curtain
- Turn the lights off
- Keep the floor clear
- Clean the toilet (with the brush if necessary)
- Tidy the desk

We ask boarders NOT to:

- Leave the shower or tap on
- Leave lights on
- Eat any food in the bedroom
- Store any food in their room
- Leave dirty mugs in their room





ILLNESS & 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.

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".



OTHER ESSENTIALS

PARENT 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.

VISITING TANGJIA & 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. They must sign in upon approval and be 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. 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.



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:

- Keep balconies clear of items. Do 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. Any broken equipment must be reported immediately and paid for by those responsible for causing the damage.
- Keep corridors clean and clear of items in case of fire.
- In case of an emergency, 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.

- 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.
- Gambling, fighting or behaving in a threatening or violent manner are prohibited.
- No electronic devices such as electronic water heaters, ovens, cookers, electric blankets and equipment such as fridges are allowed within the dormitories. All electrical plugs, outlets and adaptors must be safe and of high quality to avoid a fire risk.
- No fire crackers or explosive and chemical substance - they are prohibited.
- Do not play with fire, use lighters, matches or candles anywhere inside the dorm building.
- Any disrespect towards the Head Boarding Parent will be referred to the leadership team and treated as a serious discipline offence.
- 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.





LOST PROPERTY

Any item that is not initialed and is left unattended for several days will be placed in a lost property box in the Boarding House office. For missing items and clothing, boarders should check the lost property box in the boarding office and the two lost property boxes located in the school (on the second floor near the foyer and in the main school office).

GENERAL SAFETY

The school site is managed by security guards day and night (24 hours a day 7 days a week). However, everybody has a role to play to ensure safety on the campus and therefore students should always:

Report anyone who is not a member of the school community immediately to a member of the boarding staff.

LIFTS

- Boarders may not use the lifts unless they have gained permission from a member of boarding staff.
- Permission will only be given when a boarder has a disability or injury which requires them to use the lifts.
- Any student granted to use the lift will be allowed to take one fellow student with them in the lift.

FIRE SAFETY

If the Fire Alarm sounds continuously with high and low tones at any time it is compulsory for everyone within the school site to evacuate via the shortest safe route to the open air and gather outside the main entrance. It is vital that the boarding community treat such occasions with the utmost seriousness. In the event of a fire alarm, the protocol below is to be followed:

LOCATION 1: BOARDING HOUSE

- Evacuate via one of the three fire escape staircases
- Do not attempt bring any belongings with you
- Do not use the lift
- Go directly to the Fire Assembly Point on the grass playing field
- Line up silently and await staff instruction
- Do not re-enter the building until the 'all clear' has been given

LOCATION 2: ELSEWHERE ON CAMPUS

- Evacuate via the nearest emergency exit door
- Do not attempt to bring any belongings with you
- Do not use the lift
- Go directly to the Fire Assembly Point on the grass playing field
- Line up silently and await staff instruction
- Do not re-enter the building until the 'all clear' has been given

CONCERNS & COMPLAINTS

If a boarder, parent or guardian has concerns regarding the ongoing manner or over a specific interaction with a member of boarding staff, please speak directly to the Head of Boarding. If the concern is regarding the Head of Boarding, please speak to a member of the school Senior Leadership Team. Boarders can either speak in person about their concerns or write them down on paper or email. A concern becomes a complaint when it is received in writing.

WELCOME



TO ZIS



ZHUHAI
INTERNATIONAL SCHOOL