

Dragon House Boarding Families Handbook 2018-2019



INSPIREd

Boarding@UISZ



UISZ Mission & Philosophy

Mission

Our mission is to be a leading IB World School by enabling students to understand our world, act with integrity and strive with zest and courage to be responsible global citizens.

Philosophy

- Our **Understanding** of students guides a holistic approach to learning.
- Acting with **Integrity**, we encourage students to be honest and responsible global citizens.
- We **Strive** to reach our potential in an atmosphere of community spirit, cooperation and inclusion.
- Our approach is full of **Zest** and **Courage**, empowering students and inspiring compassion, appreciation and empathy towards all the peoples of the world.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world

to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



DAY & BOARDING SCHOOL



2018-2019 School Year Calendar

19-Jan-17

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| <p>August 2018</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | <p>September 2018</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | |
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| <p>October 2018</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | <p>November 2018</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>December 2018</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <p>January 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>February 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | <p>March 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | |
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| <p>June 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | <p>July 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
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| <p>August 2019</p> <table border="1"> <tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | Su | M | Tu | W | Th | F | Sa | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p>Legend:</p> <ul style="list-style-type: none"> Assesment Weeks Special Events Start/End of School Parent Student Conferences Holidays PD Day (Teachers only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2018 | |
|-----------------------|--|
| Date | Event or Holiday |
| Jul-31 | SLT start |
| Aug-01 | New Teacher Orientation (with HR & SLT) |
| Aug-06 | All Teachers commence (Teacher Prep Week) |
| Aug-12 | New Students & Parents' Orientation Day |
| Aug-12 | Boarders Arrive |
| Aug-13 | School starts for Year 1 - 12 |
| Aug-15 | School starts for K1-P |
| Aug-24 | Welcome Evening & UPAZ BBQ |
| Sep-12 | Year 3/4 Camp |
| Sep-24 | Public Holiday - Mid Autumn Festival |
| Sep-28 | Cobra's Swimming Gala (Year 1-12) |
| Oct-01 | Public Holiday - Mid Autumn Festival |
| Oct-01 | Chinese National Holiday (1st to 5th) |
| Oct-08 | PD Day - Whole School (student free) |
| Oct-09 | PD Day - Whole School (student free) |
| Oct-09 | Boarders Return |
| Oct-19 | Parent & Teacher Conference Day (K-12) |
| Oct-22 | Year 6 Camp |
| Oct-29 | Week Without Walls (Year 7- 12) |
| Nov-06 | Year 5 Camp |
| Nov-16 | Festival of the Arts |
| Nov-17 | UEF Family Day |
| Nov-30 | Winter Production & Concert |
| Dec-04 | Summative Assessment Week (Year 7-11) |
| Dec-18 | Reports sent home (K-12) |
| Dec-19 | End of Semester 1 (School finishes at noon) |
| Dec-20 | Semester 1 Holiday (December 20th - January 4th) |
| 2019 | |
| Jan-06 | Boarders Return |
| Jan-07 | School Resumes - Semester 2 |
| Jan-21 | IB DP Mock Exams (January 21st - January 29th) |
| Feb-04 | Chinese New Year Holiday (4th - 15th) |
| Feb-17 | Boarders Return |
| Feb-25 | IB MYP Mock Exams (February 25th - March 1st) |
| Mar-08 | UISZ Cobra Athletics Day (K-12) |
| Mar-22 | Parent & Teacher Conference Day (K-12) |
| Mar-22 | Year 10 - IB Diploma Curriculum Afternoon |
| Apr-01 | Spring Holiday (April 1st - April 5th) |
| Apr-07 | Boarders Return |
| Apr-24 | Year 1 & 2 Camp |
| Apr-29 | PD Day - Whole School (student free) |
| Apr-30 | PD Day - Whole School (student free) |
| May-01 | May Day Holiday |
| May-02 | IB DP Examinations Begin (3 weeks) |
| May-06 | IB MYP Examinations Begin (2 weeks) |
| May-15 | Spring Performance |
| May-24 | Year 12 Graduation |
| Jun-03 | Year 7-9, 11 Summative Assessments |
| Jun-07 | Dragon Boat Festival |
| Jun-13 | Reports sent home (K-12) |
| Jun-14 | End of Semester 2 (School finishes at noon) |
| 2019-2020 Provisional | |
| Aug-01 | New Teacher Orientation (with HR & SLT) |
| Aug-06 | All Teachers commence (Teacher Prep Week) |
| Aug-12 | School starts for Year 1 - 12 |
| Aug-14 | School starts for K1-P |

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Please check the most up to date version at <http://www.utahloy.com/zc/schoolcalendar.html>

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Welcome to Dragon House

Dear Boarding Families

Welcome to all returning families and, on behalf of the UISZ community, a warm welcome to all our new boarders and their families. The Dragon House Boarding Families' Handbook 2018-2019 aims to provide you with information relating to life at Dragon-House.

Dragon House, UISZ's co-educational boarding house for students from Year 2 to 12, hosts a vibrant community. The boarders are cared for by committed and experienced staff in a family atmosphere. Study is well ordered and is coupled with excellent and diverse co-curricular opportunities. The boarders are a caring group who make visitors feel welcome. They also take great pride in their school and 'home away from home'. They are an integral part of the UISZ community and are involved in service, sport and cultural opportunities both internally and externally. Boarders are also exposed to the realities, challenges and diversity of communal living.

The school has made remarkable progress over the past few years with many positive initiatives. We have obtained accreditation from the Council of International Schools (CIS), the Western Academy of Schools and Colleges (WASC) and the International Baccalaureate Organisation (IBO). These agencies are recognised worldwide and assure educational quality. More recently, the school has aligned itself with the Australian Boarding Schools' Association (ABSA) as an affiliate member.

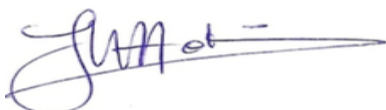
We still have many exciting challenges ahead in bringing UISZ to the forefront of all international boarding schools. UISZ strives for academic excellence and the development of the intellectual, artistic, creative, physical and emotional dimensions of each individual student. Through our residential program, called **INSPIREd**, we look to reinforce our values by:

- Engaging every student as an individual and unique learner
- Encouraging use information and communication technology progressively and responsibly
- Developing international mindedness, inter-cultural understanding and respect
- Celebrating creative and artistic performance and commitment in physical pursuits and competitions
- Respecting and understanding the environment
- Nurturing mindfulness and a growth mindset

One of our main objectives is to cultivate these key dimensions in our students by ensuring that our boarders are being cared for by a team of dedicated and professional staff who have each child's personal development as their highest priority.

UISZ places great importance on the wellbeing and safety of our community and is dedicated to a holistic and inclusive approach to education. We offer our a safe and secure environment to learn, grow and flourish as human beings, promoting intercultural understanding and respect for all.

My best wishes to you all for a great 2018-2019 academic and boarding year!



Jeremy Holt
Head of Boarding
August 2018

HISTORY OF UISZ

Utahloy International School Zengcheng (UISZ) opened its doors to the public in September 2003 in order to meet the growing educational needs of Southern China. Under the patronage and guidance of Mrs. Dorothy Wong and the Utahloy Education Foundation (UEF) the school strives to maintain the highest standards in quality international education.

In 2008 the school had a peak enrolment of 300 students of which 120 were boarders. In 2008 the economic crisis had a massive impact on the Dongguan economy with over 40,000 factories closing and many expatriate employees returning to their home countries. In particular the Korean community, who represented over 50% of our student body, was hit hard. Korean companies began to focus on single employees in order to avoid offering overseas packages to families. The impact on the school was inevitable. Student numbers dropped dramatically and, by July 2009, school enrolment had dropped to 100 students. As a result both Utahloy International School Guangzhou and Zengcheng merged under the leadership of a HoS and Educational Consultant.

During the following years, with a recovering world economy and added confidence in the UISZ campus, numbers grew to approximately 200 students. Michael Wylie was appointed as the new Head of School of UISZ in 2011 to lead the school into its next exciting phase of development. In May 2016, Michael Wylie became the UEF Superintendent.

UISZ is fully authorised to offer all three IBO programmes of study - the Diploma Programme (DP), Middle Years Programme (MYP) and Primary Years Programmes (PYP). Accreditation has been achieved through the Council of International Schools (CIS), NCCT and Western Association of Schools and Colleges (WASC).

Nicholas Evans was appointed as the new Head of School in August 2017 to focus on the development of UISZ as a 21st century school, transitioning UISZ from the 'old' to the 'new'. Building on the excellent reputation UISZ has, the new school campus aims to open up a powerful and innovative future for UISZ, re-defining the learning environment to prepare our students for a complex global tomorrow.

The UISZ community consists of more than 20 different nationalities. In a world where borders are disappearing, the mix of nationalities and backgrounds offers a welcome breadth of cultural experiences to the school community. This enables students to develop an understanding and appreciation of the cultural diversity that surrounds them and to have respect for the values of other cultures, races, religions and ways of life. Indeed, this presents a perfect match with the aims and framework of the IBO.

The school's professional teaching staff have a variety of educational backgrounds and international experience. Staff are required to undertake professional development in-service courses, including the schools own Professional Development Programme, and be acquainted

with the current research in education. Participation in external PYP, MYP and IBDP workshops is available to staff who have a proven dedication to the school and are willing to share the learning experience with both the school wide community and specific faculty. The diversity of students and teachers encourages the multicultural atmosphere within the school. The low student to teacher ratio creates an academically focused environment parallel with a family atmosphere and a friendly, caring school community where students, parents and teachers are encouraged to share their views and ideas.

With such a diverse mix of professional staff, with various backgrounds and experiences, it is expected that we will sometimes mix and match different terminology. This has the potential to cause some confusion to our parents and student body (or even among ourselves), and at times may even suggest an unprofessional or disjointed approach. Staff members are requested to use the following terminology at all times. It is expected that this list will evolve and grow as we highlight other issues with labels.

OUR COMMUNITY

The UISZ community consists of more than 20 different nationalities. In a world where borders are disappearing, the mix of nationalities and backgrounds offers a welcome breadth of cultural experiences to the school community. This enables students to develop an understanding and appreciation of the cultural diversity that surrounds them and to have respect for the values of other cultures, races, religions and ways of life. Indeed, this presents a perfect match with the aims and framework of the IBO.

The school's professional teaching staff have a variety of educational backgrounds and international experience. Staff are required to undertake professional development in-service courses, including the schools own Professional Development Programme, and be acquainted with the current research in education. Participation in external PYP, MYP and IBDP workshops is available to staff who have a proven dedication to the school and are willing to share the learning experience with both the school wide community and specific faculty. The diversity of students and teachers encourages the multicultural atmosphere within the school. The low student to teacher ratio creates an academically focused environment parallel with a family atmosphere and a friendly, caring school community where students, parents and teachers are encouraged to share their views and ideas.

GLOSSARY

With such a diverse mix of professional staff, with various backgrounds and experiences, it is expected that we will sometimes mix and match different terminology. This has the potential to cause some confusion to our parents and student body (or even among ourselves), and at times may even suggest an unprofessional or disjointed approach. Staff members are requested to use the following terminology at all times. It is expected that this list will evolve and grow as we highlight other issues with labels.

| TERMS USED AT UISZ | ALTERNATIVE TERMS TO BE AVOIDED |
|---------------------------------------|--|
| UISZ | UIS ZC, UIS-ZC |
| Primary School | Elementary School, Junior School |
| Secondary School | High School, Middle/High School |
| Boarding House/Boarding Community/BE | Boarding School/Hostel/Dorms |
| Primary Years Programme (PYP) | Key Stage 1, Infants, Juniors |
| Middle Years Programme (MYP) | Key Stage 3 or 4, IGCSE |
| Diploma Programme (DP) | IB, A Level, Sixth Form, AP |
| ESOL | EFL, ESL |
| Sport | Athletics |
| Co-Curricular Activities (CCAs) | Extra Curricular Activities, ECAs, Clubs |
| Head of House | Form Teacher, Head of Year |
| House Tutor/Classroom Teacher | Homeroom teacher |
| Students with Educational Needs (SEN) | Special Needs |
| Year | Year level, Grade |

UISZ MISSION STATEMENT



Our mission is to be a leading IB World School by enabling students to understand our world, act with integrity and strive with zest and courage to be responsible global citizens.

Academics

We provide a school known for excellence with high academic achievement. We develop knowledgeable and effective communicators, thinkers and inquirers with a lifelong love of learning. The aims are achieved through the following objectives:

- Maintaining a challenging and balanced, international curriculum; providing students with clear criteria for all assignments and assessments;
- Ensuring monitoring, recording and analysis of assessment tasks;
- Teaching to encourage active learning, open enquiry, critical and creative thinking, expression, reflection, independence of thought and decision making;
- Ensuring a continuum is maintained through IB PYP, MYP and DP;
- Offering a rich extracurricular programme;
- Providing for gifted and talented students and students with special learning needs to be supported in concrete and effective ways;
- Recruiting, retaining and developing excellent international teachers;

- Providing opportunities for students to develop skills and perform to a high level in sport and performing arts;
- Providing resources to meet the needs of all students, and teachers;
- Integrating technology to enhance learning experiences.

Celebration of Student Effort and Achievement

- Recognition and celebration of student achievement and application for best effort, both individual and collective, is very highly valued at UISZ, and in particular, in Dragon House.
- We believe in developing habits of mind, effort and success in young people by celebrating small successes every step of the way through their education.
- In Dragon House, *Learner Profile Merits* are given to students by staff as positive recognition of the various Learner Profile attributes demonstrated.
- Students accumulate LP merits throughout each month. The highest achieving student in each year level, every month, earns the *Merit Award Winner* accolade.
- Each month, 'Boarder of the Month' Awards are made to those boarders who have shown commitment to the community in terms of the IB Learner Profiles.
- At the end of each semester, the BE hosts a celebratory assembly to honour those who have shown commitment to their studies as well as leadership in the community with:
 - Academic Effort in Boarding (AEIB) Awards
 - Community and Leadership Awards

Social & Emotional Wellbeing

We actively promote the development of each student's knowledge, understanding and skills in key social and emotional aspects of learning. We create a supportive environment to help students be reflective and caring in their actions, healthy and happy in life, principled and open-minded in spirit. Resilience, motivation and self-worth are promoted. The aims are achieved through the following objectives:

- Living and modelling the IB Learner Profile within our school learning community;
- Providing a safe and healthy environment, offering pastoral care and services to support the well-being of all;
- Providing opportunities for students to reflect on themselves as individuals, particularly their strengths as learners and how they learn most effectively;
- Providing opportunities for students to be successful and be recognised for both effort and achievement in all they do;
- Maintaining a school spirit characterised by open, positive and respectful relationships and a sense of belonging.

Learning Environment

We continuously look to upgrade our facilities and resources to provide an effective learning environment. We are authorised and accredited by respected international agencies. Clearly articulated administration and management systems support the learning environment. The aims are achieved through the following objectives:

- Maintaining efficient and effective organisational structures and systems, including admissions, SEN, staff and student welfare;
- Incorporating a continuous cycle of self-review and strategic planning;
- Ensuring information is updated frequently and all communication is open and effective;
- Supporting an active UPAZ that helps to welcome new families, organise social events and support school initiatives;

- Developing and maintaining facilities for students, staff and families to enjoy.

Global Citizenship

We foster a sense of global interdependence and responsibility. We offer an international curriculum that is global in scope and outcomes. We prepare students and staff to become active members of their communities in the future. The aims are achieved through the following objectives:

- Advancing a curriculum with content that is overtly global across all areas of learning;
- Providing opportunities for the development and sustenance of strong relationships with the host country and international communities;
- Developing and maintaining Mother Tongue languages;
- Providing opportunities for every student to learn the host country language;
- Promoting multi-lingualism and multi-cultural literacy;
- Giving opportunities for students, staff and families to make a positive difference in the lives of others through the concepts of active empathy and service;
- Promoting an attitude of responsibility for the guardianship of the planet;
- Promoting an understanding of what it means to be a global citizen and a positive agent of change;
- Developing and maintaining an alumni association to keep past parents, students and staff in contact.

OUR PHILOSOPHY

Our **Understanding** of students guides a holistic approach to learning.

Acting with **Integrity**, we encourage students to be honest and responsible global citizens.

We **Strive** to reach our potential in an atmosphere of community spirit, cooperation and inclusion.

Our approach is full of **Zest** and **Courage**, empowering students and inspiring compassion, appreciation and empathy towards all the peoples of the world.

Our Aim

We aim to develop students with lively, inquiring minds with the ability to question, think rationally and analytically, to be creative and to have the motivation to achieve goals.

Our Values

The major features of our mission statement are: the emphasis we place on teaching and learning (inspired learning); the promotion of intercultural understanding; and the notion of enrichment both of students' lives and, through contribution and service, the lives of others.

The UISZ Values are a more specific embodiment of our mission statement and are based on the IB learner profile, which is a requirement for all IB programmes in IB world schools. We have added to and refined the IB learner profile to match our own unique philosophy.

UISZ has identified five foundations for learning which serve to guide all that we do:

Developing Thinkers

- Students develop their natural curiosity.
- Students acquire the skills necessary to conduct inquiry and research and show independence in learning.
- Students exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.
- Students give thoughtful consideration to their own learning and experience.
- Students are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Developing Communicators:

- Students understand and express ideas and information confidently and creatively.
- Students express these ideas in more than one language.
- Students express these ideas and in a variety of modes of communication.
- Students are numerate and literate.
- Students are ICT literate.
- Students are Arts literate.

Developing a Social Responsibility:

- Students understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities.
- Students show empathy, compassion and respect towards the needs and feelings of others.
- Students engage in community service projects, both locally and globally.
- Students value the diversity of our world and act for a more inclusive society.

Personal Development:

- Students work effectively and willingly in collaboration with others.
- Students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.
- Students take responsibility for their own actions and the consequences that accompany them.
- Students are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
- Students approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies.
- Students defend their own beliefs articulately and with commitment.
- Students understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

- Students understand the ways in which heredity, culture, community and personal choice shape identity and relationships and, as a consequence, build and maintain resilient productive relationships.
- Students understand the interdependence of the physical, mental, emotional, social and spiritual dimensions of wellbeing and makes wise choices and contributes positively to the overall wellbeing of self and others.
- Creates personal goals and communicates them with passion and clarity.

Creating Global Citizens:

- Students actively enjoy learning and this love of learning will be sustained throughout their lives.
- Students explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- Students have a personal commitment to service.
- Students demonstrates an understanding of the environmental principles and ethical issues involved in creating and working towards sustainable futures and acts to make a positive difference to the lives of others and to the environment.
- Students develop an understanding of the world in which we live and an understanding of the interdependence of individuals, cultures and societies.
- Students show a respect for religious and moral values and, to develop an appreciation of other cultures, races and ways of life through diverse cultural experiences.

The UISZ Values:

- Make an explicit link between the mission statement and what we do in practice
- Clarify the attitudes and attributes we think are important in order to develop global citizens and achieve excellence
- Link the teaching programmes to the mission statement
- Guide our assessment and reporting policy

The IB Learner Profile:

The best guide to behaviour in our school is the IB Learner Profile. We would like to see all students use it as their foundation stone and to check it frequently as a measure of their attitudes and behaviour. The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet help to create a more peaceful world. IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained through their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that follow.

Open-Minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Courageous

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

THE DRAGON HOUSE WAY

Respect, Resilience, Rigour, Responsibility, Reflection, Relationship

- To provide opportunities for students to grow through commitment to the service of others;
- To create a family atmosphere which is conducive to a sense of peace and belonging;
- To meet the needs of all boarders as personally as possible and to help them become better versions of themselves;
- To nurture boarders' powers of reasoning and critical thinking;
- To encourage in all our boarders a growth mindset;
- To help boarders strive for the highest level of achievement in learning of which they are capable;
- To create a climate of trust and freedom, openness and co-operation which will foster the boarders' emotional and ethical growth;
- To promote a spirit of respect for one another in a way that leads to healthy social relationships;
- To encourage a sense of personal integrity, responsibility, initiative, resilience and perseverance;
- To foster a sense of care and compassion for one another, in both the school and the wider community;

- To build up an esteem for community and family life;
- To provide opportunities for mindfulness, growth and development;
- To equip students for self-leadership and leadership in all areas of life;
- To provide students and parents with support and assistance wherever possible.

STAFFING 2018-19

Senior Leadership Team (SLT)

| | | |
|---|---|---|
| Nicholas Evans Head of School nevens@uiszc.org | | |
| Head of Primary School Ms Elizabeth Den Hartigh edenhartigh@uiszc.org | Assistant Head of Secondary IB-MYP Coordinator Mr Cameron Forbes cforbes@uiszc.org | Head of Boarding Mr Jeremy Holt jholt@uiszc.org |
| IB-DP Coordinator Mr Jonathan Armitage jarmitage@uiszc.org | cforbes@uiszc.org School Counsellor Mr Gavin Fuller gfuller@uiszc.org | IB-PYP Coordinator Mr Robin France rfrance@uiszc.org |
| Director of Sports and Co-Curricular Activities Mr Wayne Grant wgrant@uiszc.org | Senior Head of House Mr John Power jpower@uiszc.org | Head of Early Years Ms Kristiana Reinsmoen kreinsmoen@uiszc.org |
| Director of China New Horizons Mrs Leslie Spinelli lspinelli@uiszc.org | | |

Primary Teaching Staff

| Names | TEACHING AREA | EMAIL ADDRESS |
|---------------------------------|-------------------------------|--|
| Ms Elizabeth Den Hartigh | Head of Primary, ESOL Teacher | edenhartigh@uiszc.org |
| Mr Robin France | IB-PYP Coordinator | robinf@uiszc.org |
| Ms Kristiana Reinsmoen | Head of Early Years | kreinsmoen@uiszc.org |

| | | |
|------------------------|------------------------------|--|
| Ms Rachel Frost | Kindergarten | rfrost@uiszc.org |
| Mrs Rachel Baktin | Year 1 | rachelf@uiszc.org |
| Mrs Anouchka Chatelier | Year 2 | achatelier@uiszc.org |
| Mrs Laura Armitage | Year 3 | larmitage@uiszc.org |
| Mr Hayden Nelson | Year 4 | hnelson@uiszc.org |
| Mr Alfonso Riviera | Year 5 | ariviera@uiszc.org |
| Mrs Clare Fuller | Year 6 | cfuller@uiszc.org |
| Mr Wayne Grant | Director of Sports | wgrant@uiszc.org |
| Mrs Lydia Lin | Music, ESOL & Chinese | lydias@uiszc.org |
| Mrs Sihun Kim | Year 2-6 Music | skim@uiszc.org |
| Ms Kelly Qiu | Librarian | Kelly@uiszc.org |
| Ms Grace Chen | Library Assistant | gchan@uiszc.org |
| Ms Jane Jiang | Chinese | jjiang@uiszc.org |
| Ms Meiqing Zou | Chinese | meiqing@uiszc.org |
| Ms Connie Chen | Classroom Assistant | cchen@uiszc.org |
| Ms Jojo Guo | Classroom Assistant | jguo@uiszc.org |
| Ms Michelle Lai | Classroom Assistant | mlai@uiszc.org |
| Ms Vira Mo | Classroom Assistant | vmo@uiszc.org |
| Ms Vicky Xiao | Classroom Assistant | vxiao@uiszc.org |
| Ms Marishaan Kühn | Learning Support Coordinator | mkuhn@uiszc.org |
| MS Andrea Bozzetti | ESOL Coordinator | abozzetti@uiszc.org |
| Mr Gavin Fuller | School Counsellor | gfuller@uiszc.org |

Secondary Teaching Staff

| Names | TEACHING AREA | EMAIL ADDRESS |
|----------------------|---|--|
| Mr Nicholas Evans | Head of School, Drama | nevans@uiszc.org |
| Mr Jonathan Armitage | IB-DP Coordinator, English, TOK | jarmitage@uiszc.org |
| Mr Cameron Forbes | IB-MYP Coordinator, English Language & Literature | cforbes@uiszc.org |
| Mr John Power | Senior Head of House, Design, Math | jpower@uiszc.org |
| Ms Marishaan Kühn | English, SEN Coordinator | mkuhn@uiszc.org |
| Mr Rocco Ghezzi | Mathematics | rghezzi@uiszc.org |
| Mr Brian Burleigh | Physics, Math, Science, TOK | bburleigh@uiszc.org |
| Mrs Andrea Bozzetti | Portuguese, Humanities, Academic Skills, ESOL Coordinator | abozzetti@uiszc.org |
| Mr Adam Abbas | Biology, Science | aabbas@uiszc.org |
| Ms Ivy Liu | DP Chemistry, Science, SEI support | ivyl@uiszc.org |
| Mrs Sihun Kim | Music, Director of Music | skim@uiszc.org |
| Mr Jon Den Hartigh | Visual Arts, Design | jdenhartigh@uiszc.org |

| | | |
|----------------------|--|--|
| Mr Gregory Peebles | CAS/AFS Coordinator, Humanities, Economics | gpeebles@uiszc.org |
| Ms Dianne St Clair | Media/Film, Student Media & Communications Coordinator | dstclair@uiszc.org |
| Ms Rosemary Doyle | English | rdoyle@uiszc.org |
| Ms Zhou Qin | Chinese | zqin@uiszc.org |
| Ms Chunping Lai | Chinese, Coordinator of Chinese Language and Culture | chunping@uiszc.org |
| Ms Kelly Qiu | Librarian | kelly@uiszc.org |
| Mr Paul Jang | Korean | pjang@uiszc.org |
| Ms Yan Chen | Chinese, Head of House | ychen@uiszc.org |
| Mr Stephen Chatelier | Deputy Head of Boarding, History, Humanities | schatelier@uiszc.org |
| Mr Jeremy Holt | TOK, Head of Boarding | jholt@uiszc.org |
| Mrs Cheryl George | Humanities, Academic Skills | cgeorge@uiszc.org |
| Mr Wayne Grant | Director of Sport, Physical & Health Education | abaldwin@uiszc.org |
| Ms Estelle Douville | French, Teacher Librarian | edouville@uiszc.org |
| Mr. Xingdai Wang | ESOL Support & Assistant Librarian | @uiszc.org |
| Mr Gavin Fuller | School Counsellor | gfuller@uiszc.org |
| Miss Nana Shi | Science Lab Technician | nanashi@uiszc.org |

China's New Horizons' Staff

| | | |
|---------------------|---|--|
| Mrs Leslie Spinelli | Director of China New Horizons | lspinelli@uiszc.org |
| Ms Tiwana Merrit | Experiential Education Coordinator | tmerrit@uiszc.org |
| Ms Carrie Lin | Experiential Education Language & Culture Facilitator | clin2@uiszc.org |
| Mr Paul Yuen | Pak Lap Manager | pyuen@uiszc.org |
| Ms Carol Jang | Assistant Language & Culture Coordinator | cjang@uiszc.org |
| Ms Anna Xiao | Experiential Language and Culture Facilitator | axiao@uiszc.org |
| Mr Yan Huang | Activities Coordinator | yhuang@uiszc.org |
| Ms Winnie Shi | Admin Assistant | wshi@uiszc.org |

Boarding Staff

| NAME | ROLE | EMAIL ADDRESS |
|----------------|------------------|--|
| Mr Jeremy Holt | Head of Boarding | jholt@uiszc.org |

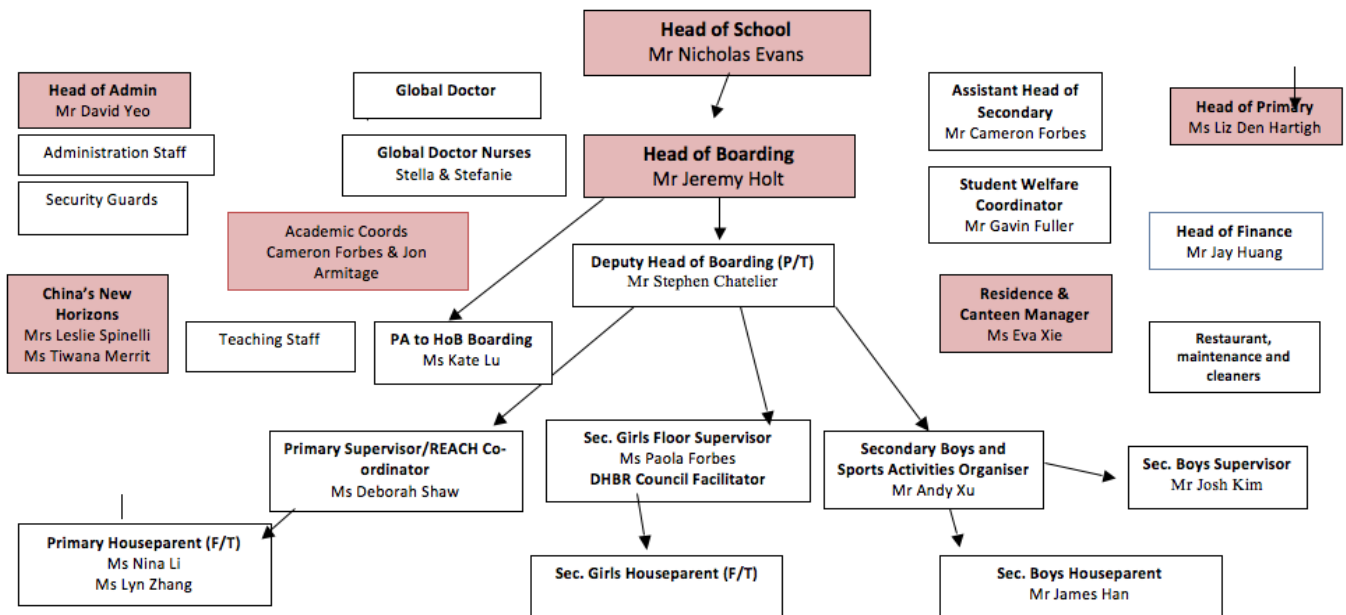
| | | |
|----------------------|--|--|
| Mr Stephen Chatelier | Deputy Head of Boarding | schatelier@uiszc.org |
| Miss Paola Forbes | Volunteer Secondary Girls' Supervisor | pforbes@uiszc.org |
| Ms Deborah Shaw | Primary Boarding Supervisor | dshaw@uiszc.org |
| Ms. Nina Li | Primary Boarding Co-ordinator | ninali@uiszc.org |
| Ms Lynne Zhang | Primary House Parent | lzhang@uiszc.org |
| | Secondary Girls' House Parent | mma@uiszc.org |
| Mr Joshua Kim | Volunteer Secondary Boys' Supervisor | jkim@uiszc.org |
| Mr Andy Xu | Secondary Boys' & Activities' Co-ordinator | lxu@uiszc.org |
| Mr James Han | Secondary Boys' House Parent | jhan@uiszc.org |
| Ms Kate Lu | PA to Head of Boarding | klu@uiszc.org |

Non-Academic and Admin Staff

| | NAME | TITLE | EMAIL ADDRESS |
|--------------|-------------------|---|--|
| Admin | Mr Nicholas Evans | Head of School | nevans@uiszc.org |
| | Mr David Yao | HR, Administration and Operations Manager | davidyao@uiszc.org |
| | Ms Rebecca Wang | Assistant Administrative Manager | rwang@uiszc.org |
| | Ms Vicky Fu | Admin Supervisor | vickyf@uiszc.org |
| | ICT Helpdesk | ICT Technicians Support | icthelpdesk@uiszc.org |
| | Mr Allan Xu | IT Technician | axu@uiszc.org |
| | Mr Tony | IT Assistant | |
| | Miss Candy Liang | Receptionist | cyang@uiszc.org |
| | Miss Abby Pan | Admin Assistant | apan@uiszc.org |
| | Miss Bonnie Lin | Receptionist | blin@uiszc.org |
| | Miss Ag Li | HR & Administration Assistant | alai@uiszc.org |
| | Ms Eva Xie | Canteen & Residence Supervisor | evax@uiszc.org |

| | | | |
|-----------------------------------|-------------------|--------------------------------|--|
| | Ms Yan Zhou | Assistant to Head of Primary | yzhou@uiszc.org |
| | Ms Vicky Yang | Assistant to Head of School | vyang@uiszc.org |
| | Ms Lily Han | Admin Assistant | lhan@uiszc.org |
| | Mr Chaozhen Liu | Chief Cook | N/A |
| | Mr Eva Xie | Residence Manager | evax@uiszc.org |
| | Ms Tracy Liu | Buyer | tliu@uiszc.org |
| | Mr Huan Liang Sun | Facility Supervisor | hlsun@uiszc.org |
| HR | Ms Leona Liao | HR Supervisor | naliao@uiszc.org |
| | Ms Eva Luo | HR Officer – Local staff | eluo@uiszc.org |
| | Ms Ag Li | HR Assistant | ali@uiszc.org |
| Marketing & Admissions | Ms. Vivian Yuan | Head of Admissions & Marketing | vyuan@uiszc.org |
| | Ms Milla Huang | Admissions Assistant | mhunag@uiszc.org |
| | Ms Nancy Cai | Marketing Coordinator | ncal@uiszc.org |
| Finance | Mr Jay Huang | Head of Finance | jay@uiszc.org |
| | Ms Summer Wang | Accountant | swang@uiszc.org |
| | Ms Cristina Zheng | Cashier | czheng@uiszc.org |
| | Ms Ellen Tan | Accountant Assistant | ellentan@uiszc.org |
| Global Doctor | Ms Stephanie | Nurse | stephanie@globaldoctor.com |
| | Ms | Nurse | @globaldoctor.com |

BOARDING STAFF STRUCTURE 2018-19



BOARDING STAFF STANDARDS

UISZ has the expectation that all boarding staff consistently demonstrate an exceptional ability to:

- Be committed to the mission of the school and the IB Learner Profiles.
- Be respectful to all members of the school community and act with integrity and professionalism.
- Be supportive of student learning by effectively applying the most up-to-date, research-based strategies employed by the school to address the needs of diverse learners.
- Model the skills and actions of a global citizen, including: cultural sensitivity, positive attitude, commitment to pluralism and guiding students to create a better world.
- Support a culture of differentiation, high expectations and global awareness.
- Collaborate and communicate professionally and constructively with all members of the international school community (students, parents, colleagues, leaders).
- Meet the needs of non-native speakers of English in the boarding community.
- Skilfully and professionally contribute to the development of INSPIRE and evaluation.
- Assess, provide feedback and report on boarders.
- Think systematically, reflect on, and learn from best boarding practice.
- Create and maintain supportive and safe environments.
- Use ICT meaningfully, safely, responsibly and ethically.
- Engage in professional learning.

BOARDING COMMUNITY INFORMATION A-Z

A

Absenteeism

Students

- When students are going to be absent from the Boarding House during the regular school week, parents are required to inform the Boarding House Assistant via email or telephone.
- If a student does not return to the Boarding House after the weekend, the Boarding House Assistant will contact the parents to establish the reason for the student not returning.
- If a boarding student leaves with their parents during the day, the Head of Boarding, Deputy Head of Boarding or Boarding Assistant are to complete a 'Sign Out' form together with the school stamp.
- This 'Sign Out' form will be collected by the security guards at the front gate.

Accommodation

Students

- Students are generally accommodated in rooms with other students from the same year level where possible.
- Allocation of rooms is completed by the Head of Boarding after consultation with the Boarding Staff, SEN Coordinator, SHoH and School Counsellor.
- In general and again where possible, Senior DP students (Year 11 and 12) will generally be in rooms comprising two students.
- Intermediate level students (Year 9 and 10) will be in rooms of three while the junior levels (Year 7 and 8) may be in rooms of up to four students.
- Primary boarders (Years 2-6) will be in rooms of up to four students. Unless absolutely necessary, no student in Years 2-10 should be in rooms on their own.
- Students in the Secondary wings are housed in rooms in such a way that the students in the lower years levels are accommodated at the start of the corridor, with the more senior students at the end of the corridor.
- The boarding captain may have an individual room (if logistically possible) and added furniture (if available).

- Students are encouraged to personalise their space and may move their furniture after they have sought and acquired permission from relevant boarding staff and provided that the positioning of furniture fulfils all basic OH&S requirements.
- Primary students are grouped together in one wing of the boarding house, again in same year/same sex rooms. The youngest students are placed in rooms either side of the Primary House Parent.

Alcohol, Tobacco and Drugs

- Possession or use of illegal drugs (controlled substances) in Dragon House is strictly forbidden.
- Any student who is found in possession of illegal drugs, caught engaging in the use of illegal drugs, or discovered to be under the influence of illegal drugs, will be expelled. This rule applies to the times when students are at school, on the school bus, or at any school or boarding-sponsored activity outside school.
- Dragon House takes breaches in this area very seriously and staff members are expected to help educate students on the dangers of such activities and the importance the Boarding House places on keeping the campus drug-free.
- In general, use of drugs within the boarding House would automatically lead to a UISZ Disciplinary Committee hearing and, at the very least, a significant suspension or expulsion from the Boarding House.
- Consumption of alcohol would lead to an automatic UISZ Disciplinary Committee hearing with at least a suspension and meeting with parents.
- For flexi-boarders involved in alcohol or drug related issues, serious consideration would be given to that student being unable to flexi-board again.
- For students involved in smoking, internal disciplinary measures would be applied, including loss of privileges, letters to parents and educational activities to assist the students in quitting smoking.
- Consequences of activities relating to tobacco, alcohol and drugs include the following actions:
 - confiscation of material/s;
 - family contacted;
 - counselling;
 - removal of privileges;
 - referral to the Head of School;
 - for serious offences, expulsion.

Awards

- The Boarding House recognises the desirable features required for a large group of adults and students to live successfully in a small environment and the qualities outlined in the IB Learner Profile through the presentation of Awards and Certificates.
Head of Boarding Trophy
- The Head of Boarding Award is an annual award presented at the final school assembly for the year, to a boarding student who has contributed to the greater life of the

Boarding House through service, empathy, commitment and understanding of Dragon House culture.

INSPIREd Boarding Trophy

- The Inspired Boarding Trophy is presented at the final school assembly for the year, to a secondary and primary boarding student who has been inspired and/or who has inspired consistently over the course of the year contributed to the greater life of the Boarding House through service, empathy, commitment and understanding of Dragon House culture.

Quarterly Primary and Secondary INSPIREd Certificates

- INSPIREd Certificates are awarded in each quarterly rotation to those boarders who make an effort in each designated activity and/or those who inspire others.

Boarder of the Month (BoM) and Active Certificates

- Each month, at a Boarding Honouring Assembly, there is a presentation of a Boarder of the Month Award (BoMA) as well as the Active Award,
- The BoMA is for each of the Boarding House sections: secondary boys, secondary girls and primary students and recognises a student's commendable efforts or actions during a particular month.
- The Active Award is made to students who live out the Healthy Mind- Healthy Body' maxim.
- BoM and Active certificates are determined by BE Staff and Boarding Captain and are presented by the Boarding Captain at Honouring Ceremonies.
- The Heart of a Dragon Award is made monthly to a non-boarding member of staff who has made a significant contribution to the boarding community.

B

Behaviour Management

- The purpose of the UISZ behaviour management policy is to help children learn appropriate behaviour.
- We believe that appropriate behaviour needs to be taught, modelled, monitored, and re-taught.
- This is a continuous learning process that children develop and refine over a lifetime.
- If responsibility and participation are pre-requisites to high self-esteem and self-discipline, students need to feel that they are trusted to assume responsibilities and given opportunities to make critical decisions.
- It is important to remember that students have the right to be in school; however, with that right, comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning.
- To encourage this, the students need a safe place where they can be themselves, learn to know themselves and take important steps toward developing positive behaviours.
- School is a place where there is a joint effort to learn, to relate, and to grow.
- Our goal is to encourage children to realise that by being given responsibility they will learn to make appropriate decisions.

- The Boarding House supports behaviour management policies and actions from both primary and secondary schools.
- Working together, we adhere to the 'The Dragon House Way' as our guiding principle for interaction with members of the school community.
- Internally, Dragon House uses a formal written reflection form in the case of contravention of rules and expectations.
- This form is intended to provide the students with a means of reflecting on and critically considering their actions, the context and the impact on others.
- The aim is to enable students to begin to manage their actions with the intention of improving relations within the community.
- The individual staff member dealing with the issue is to ensure the form is completed and placed in the student's file.
- The staff member who has dealt with the issue is to record the matter on REACH.
- All staff are required to maintain up to date records on all students under their direct care via REACH.
- When necessary, usually following an incident in the Boarding House, the records which are kept on REACH are to be updated with details about the incident and the relevant outcome.
- When a staff member has updated a student's file on REACH, they email the relevant boarding and school staff via REACH.
- Staff members are also encouraged to make positive comments about the students – also via REACH.

Bikes

- The Boarding House has a significant number of bicycles for use by students after school or at the weekends.
- When a student wishes to use a bicycle, they must consult with a staff member and sign for it via e-tag. While the bike is in their care, they are responsible for its safekeeping.
- While biking, students must take due care and adhere to the road rules on campus. They must also wear a helmet.

Birthdays

- The birthday celebration is an event that occurs on **the final Wednesday of each month**.
- Students and Boarding House staff who have celebrated their birthday within that month are acknowledged and honoured.
- To promote multi-culturalism and community, 'Happy Birthday' is sung in several languages.
- All staff members and boarders are expected to attend this function and to be actively involved.
- The boarding students' council members are responsible for serving the food and initiating the celebrating of birthdays.
- The Boarding Admin Assistant will arrange the birthday cake, any special food arrangements, i.e. barbeque in the warmer months and any relevant decorations.

Boarding Leaders

- To qualify to lead the boarding community, potential leaders must show intent by serving on the Boarding Students' Council. The boarding leader becomes the de facto chair of this council.
- Boarding House Leaders hold a leadership position from the end of the third term through until the same time the following academic year at which time the new leaders assume this role. This is in recognition of the fact that the boarding leaders who would normally be a Grade 12 student at that time, has as a greater priority, IBDP examinations in term four.
- The boarding captain's position is determined by the Head of Boarding in consultation with boarding staff and nominations by the boarding community.
- All students who would like to be considered for this position must submit a letter of application.
- A panel of boarding staff and students, including the current captain, may interview the candidates.
- The boarding leader represents the boarding community in all school related matters, runs the Boarding House Council Meetings, leads the honour ceremonies, gives out any relevant notices and information to the boarders at the weekly boarding house meetings and acts as mentor for the boarders in general.

Boarding Students' Council (BSC)

- BSC is a representative body of students that acts as a channel of communication for the community.
- Any boarder can nominate to serve on the council. The council comprises year level representatives appointed after consultation with boarding house staff.
- The Council is made up of the student leadership team with the HoB or designate taking responsibility for attending these meetings and ensuring they are effectively run, that activities are fully planned and details communicated to the boarding and school community as appropriate.
- There is a regular, minuted fortnightly meeting of the Council.
- Students are encouraged to bring concerns to Council members.
- Maintaining open lines of communication is respected and is important for all members of the boarding community.
- During the year the Council is active on matters to do with improving boarders' lives and the boarding community overall. Other areas of Council involvement include fundraising, social events such as movie evenings, shop matters, common rooms, bikes, food menus, monthly birthday celebrations and Boarding House events such as Winterfest.

Boarding House Meetings (Dragon's Den)

- Boarding House meetings (Dragon's Den) are held on a weekly basis and are run by the BSC under the direction of the boarding leaders, HoB or DHoB.
- The purpose of these meetings is to:
 - recognise, celebrate and reward positive behaviour, academic effort and achievement
 - communicate important information to the boarding community
 - reinforce Dragon House expectations

- provide the BSC the opportunity to report back to the student body
- assist in building a sense of family and unity among all boarding staff and students.
- All staff members and all boarders are expected to attend these meetings.
- The staff member responsible for the BSC is to ensure the meetings are run effectively and efficiently.
- The HoB and/or DHoB will speak at each of these meetings.
- Rotationally, BE staff may provide some form of 'educational' input where appropriate.

Bullying and Harassment

- Dragon House, in accordance with the Utahloy International School policy on bullying, expects that all boarders will contribute to an atmosphere in the BE that is characterised by the values of respect, tolerance and fairness.
- All members of the boarding community have the right to expect that the BE is free of bullying and harassment. Such intimidatory behaviour will not be tolerated.
- The defining feature of bullying and harassment is that the behaviour is offensive to, and unwanted by, the recipient. It may involve recurring actions, comments or physical behaviour that are unwelcome, regarded as objectionable and cause offence.
- Bullying by students will be dealt with according to the School's disciplinary procedures. Students affected by the bullying incident will take part in restorative practices. Any student who persistently bullies will be suspended followed by possible expulsion from the School.
- Any form of bullying is to be acted upon immediately by the staff member identifying the issue. In all cases the staff member must inform the Head of Boarding as soon as is practical and lodge an incident report. Should the incident require immediate involvement of the Head of Boarding he/she should be contacted immediately. Issues related to bullying will be discussed at the regular meetings.

Buses

- The majority of Boarding House students travel to and from school by bus. There are a number of buses, cars and mini vans responsible for these students.
- Buses leave from the main school car park immediately after school finishes on Friday afternoon or the last day of the school week and return students to the Boarding House on Sunday evenings (or the evening prior to school starting) by 9pm.
- On Friday mornings, all students (with the exception of 7 day boarders or those who choose to flexi-board over the weekend) are responsible for taking their baggage to the Primary Common Room.
- All bags should be labelled appropriately with luggage labels, which are available from the boarding office.
- Bus drivers collect all bags on Friday afternoon before the end of the school day that allows the students to go directly from school onto the bus.
- Students who travel home by private car may return to the Boarding House after school on Friday afternoon where they may meet their parents/driver and collect their personal luggage.

- Some students return to school on Monday morning, especially those from Dongguan. In this case the bus driver(s) bring the students' luggage up to the BE after dropping off the students at school.
- Bus Supervisors maintain a Bus Behaviour Log, which will record any student misbehaviour. This information will be passed on to the HoB and serious and/or continued misbehaviour will result in contact with parents.

C

Campus Access

- After school, boarding students have access to areas of the campus normally accessible during the school day, with the exception of the Primary and Secondary buildings.
- Students may leave the Dragon House between 3:40 and 5:00pm and between 8:30 and 9:30pm unless there is a specific boarding activity operating.
- Primary students are to have adult supervision and can only leave the boarding house prior to dinner, whilst Secondary students are required only to check with the supervisor on duty on the understanding that they go in groups of 2 or more and have mobile phones with them in case of emergency.
- Students are required to check out using REACH indicating where they intend going. Upon return students are to check back in again.
- BE staff have the right to deny students the opportunity to leave the BE during their free time. Denying a student of this freedom would usually be as a consequence of a discipline issue and the Head of Boarding must be informed if a student is denied this privilege.
- Inbounds areas include the Gym and playing fields.

Code of Conduct for Boarders

As a boarder of UISZ:

- I accept that there must be a respect for the role of authority, willingness to co-operate, and the exercise of self-discipline. As a consequence, I am able to contribute to my own development and the wellbeing of others.
- I accept that the following rights and responsibilities are important:
 - I have the right to be safe and protected from harm.
 - **I therefore have the responsibility to respect and care for the safety of myself and others.**
 - I have the right to be treated with dignity and respect.
 - **Therefore, I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language and behaviour in a way that is teasing, obscene, blasphemous, degrading, or discriminating (race, sexuality, religion, disabilities or other).**
 - Each person has the right to be treated with understanding, acceptance and

tolerance.

- **I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive.**
- I need to recognise the need for boundaries to enable a stable and safe environment.
- **I will recognise these boundaries so our living environment will be stable, safe and happy.**
- The staff have the right to exercise reasonable leadership in their roles as members of the school community. **Therefore as a boarder I have the responsibility to respect this authority at all times.**
- I have the right to learn without disruption from others. Other boarders should not deprive me of this right by any behaviour which interferes with the process of learning and the reasonable guidelines of staff.
- **Therefore, I have the responsibility to co-operate with boarding staff and fellow boarders to ensure that study may proceed in such a manner as not to interfere with any boarder's right to learn or complete study tasks.**
- I have the right to expect that my property will be safe.
- **Therefore, I have the responsibility to ensure that I do not put my property at risk through carelessness. I also have the responsibility to respect school property and the belongings of other boarders and staff.**
- I have the right to live in a healthy environment.
- **I have the responsibility not to smoke, consume alcohol or non-prescribed drugs, and I must not encourage other boarders to do so.**
- The school community has the right to expect boarders to maintain high standards of personal appearance.
- **I, therefore, have the responsibility to abide by the school's regulations regarding uniform and grooming.**
- Each person has the right to their privacy.
- **Therefore, I should respect the designated private areas throughout the Boarding House and surrounds.**

Common Rooms

- There are 3 common rooms in Dragon House, where the students can relax and use as a space for socialising away from their bedrooms.
- **The ground floor** houses the Dragon's Den, which is available to all boarders. Here the students have access to a full kitchen (complete with a fridge-freezer, storage space, two sinks, kitchenware, utensils, an oven/stove-top unit), and lounge area.
- Also provided is a large flat-screen television.
- This common room is used by secondary students after school when they return from school where they have the opportunity of having snacks.
- The Boarding Admin Assistant is responsible for the preparation of these snacks.
- The Boarding Admin Assistant – in consultation with boarding staff – has the responsibility of ensuring that snacks, juice, fruit, milk, *et al* is ordered and delivered to the Boarding House and that meal arrangements are made for the weekend boarders.
- The ground floor common room is to be vacated by 9:30pm with all female students going upstairs at this time.
- Students are not allowed to cook any food after 9:30 pm.

- Unless there is a meeting taking place, primary boarders do not need to use this common room.
- During the weekends, 7-day boarders use this common room to have their meals. 7-day boarders prepare their own breakfast on Saturday and Sunday in the Dragon's Den. At other meal times on weekends, meals are delivered and shared in Dragon's Den.
- **The second floor** houses the secondary girls' common room which doubles up as a learning space for years 7-9 on weekday evenings.
- There is a lounge area, television and kitchen available.
- The kitchen houses a fridge-freezer, cupboard space, kitchenware, utensils and two sinks. Also provided is a games and reading material station, a sewing machine and fabrics and other art/craft supplies. Apart from weekday evening study, no secondary boys or primary students are permitted to use this common room without express staff permission.
- On **the third floor** is the primary common room. It is here that all the primary boarders – both girls and boys – have access to a kitchen (complete with a fridge-freezer, cupboard space, kitchenware, utensils and two sinks), four computers, a large television, a lounge area and arts and craft supplies.
- All students are required to keep the common rooms clean and tidy, removing all rubbish, dirty plates, personal belongings and so on, after use. Staff members on duty in the evenings are expected to ensure the common rooms are clean and tidy before the students return to their beds for lights out.
- Excessive mess left behind in the kitchen areas, especially on first floor common room, may result in the kitchen area being closed for short periods of time.

Communication

Regular communication between Dragon House and the home occurs in a variety of ways:

- At the start of the academic year, new boarders are asked to come into the Boarding House a day before the returning boarders to enable them to settle in. Boarding staff are an integral part of this process.
- Early in the new academic year the school hosts a 'Welcome' evening for all parents to meet the staff socially.
- In the early spring, an 'Open House' is held to introduce parents to the boarding staff and life in the Boarding House.
- Two days are scheduled during the academic year for 'Parent-Teacher Conferences'. At these times, parents may meet with boarding staff to discuss their son or daughter's progress. Other conferences may be scheduled throughout the year, as necessary. If a parent cannot attend Parent Teacher Conferences, then boarding staff will be required to act on the parents' behalf and attend interviews following which they will report to parents.
- The house parents have regular contact with parents and guardians by email and phone calls.
- Parents are always welcome to contact the Head of Boarding directly via email to boarding@uiszc.org
- Regular newsletters are emailed home and published on Wechat and the school's website in English and Chinese. See: www.utahloy.com/zc

- Special events are communicated via monthly newsletters, weekly communiqués, ‘The Weekly Summary’, ‘The Week Ahead’, The UISZ blog, ‘The Communicator’, email and postings on the school’s website.
- A weekly calendar listing upcoming events is published on the school’s website.
- UISZC Parent/Student Handbook
- Annual Year Book
- Written reports are sent home together with full school reports at the end of each semester, which are prepared by boarding staff, the DHoB and the HoB.
- Parents are encouraged to communicate with the boarding staff if they have any concern about their son or daughter.

Confidential Information

- It is school policy to ensure that confidential information concerning staff, pupils and parents is only disclosed to authorised personnel on a need-to-know basis.
- This includes, but is certainly not limited to, even the broadest details of contracts of employment, family issues, living arrangements or personal details of staff, students or parents.
- Additionally, staff members are expected to safeguard any confidential or sensitive information and to not disclose it to parents or other unauthorised people.
- It is the school’s policy that personal information about our students is circulated to staff on a ‘need to know’ basis.
- Staff are also required to make ‘no comment’ to the media about any activities associated with the school unless previously authorised to do so by the Head of School.

Creating a Safer Community

Child Protection and Safety

Child abuse and neglect are concerns throughout the world and are violations of a child’s human rights that create obstacles to their academic, physical, and emotional development. UISZ has a special role in society as protectors of children and will insure that all children in their care are afforded a safe and secure environment in which to grow and develop.

UISZ complies with international and national laws. According to Article 2 of the United Nations Convention on the Rights of a Child (UNCRC) – “States Parties shall respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child’s or his or her parent’s or legal guardian’s race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.”

**Further details of the UN convention can be found in UISZ Child Protection Handbook*

UISZ seeks to be a safe haven for all students and as such has adopted a comprehensive child protection programme and procedures, which is communicated annually to all staff, parents and new applicants. Additionally, the UEF Child Protection Policy defines the various forms of child abuse. UISZ’s child protection procedures aim to outline the school’s requirements for:

- mandated reporters and procedures for reporting,
- screening and selecting staff, faculty, and volunteers,
- maintaining a child protection team,
- training and education about child sexual abuse prevention for staff and students,
- a code of conduct that guides interactions between adults and children and
- the rights of the Child

The UEF Child Protection Policy* underpins the safeguarding of the children in its care.

* *The UEF child protection policy can be found in the UISZ Child Protection Handbook & UEF policy manual.*

For further information, procedures and the staff code of conduct for working with children, please refer to UISZ's Child Protection Handbook.

Cycling and Skateboarding on School Property

- All staff and students cycling on school property are to be mindful of health and safety requirements and acting at all times in a responsible manner.
- All staff are strongly encouraged to wear safety helmets at all times when using bicycles.
- Cyclists should be cautious of speed when going down the hill towards the school as this should be at a jogging speed. Students must wear helmets whilst cycling on the school grounds. All school group activities or riding on non-paved areas within the greater school campus requires the use of cycle helmets by all.
- Breaches of these expectations will result in appropriate disciplinary action.

Counseling

- The Student Wellbeing Counsellor is available during school time to help students address concerns that may be affecting their behaviour and school-work.
- The Wellbeing Counsellor is someone who understands the issues young people face with growing up and developing as a person, making choices, improving relationships and coping with transition and change.
- Students know they can trust the counsellor to work collaboratively to find a way to aid their personal growth.
- Some students worry that seeing the counsellor means they may not be able to cope or that others will think they are in trouble. A school counsellor is there to try and create a positive environment for everyone.
- The Head of Boarding and the boarding supervisors meet weekly with the Wellbeing Counsellor and Senior Head of House and/or the Head of Primary, to discuss issues related to any boarding student and the counsellor can be called in at any time to the Boarding House if it is deemed necessary by the Head of Boarding.

D

Damage to Property

- When there has been property damage in Dragon House a thorough investigation is conducted to determine if it was wilful destruction of property.
- If it is determined that the cause was not accidental, but a purposeful act, then the parents/guardians of the boarder will be billed by the school's finance department for repair or replacement. Such decisions will be made by the Head of Boarding.
- For all incidents, whether wilful or not, a Damage Report Form must be lodged with the Head of Boarding.
- The Boarding Assistant will arrange for the appropriate details to be sent to the Head of Finance. This applies to damage to school and/or personal property.

Disclosing Telephone Numbers

- It is a school policy not to give private telephone numbers of any staff to parents or any other third party under any circumstances.
- This includes details on class contact lists.
- If parents want to make contact with any other staff member, all staff are requested to convey that information to that particular staff member either in person or via a message written or electronic.

Dragon House Shop and Cafe

- After school, during specified hours, boarders are offered the opportunity to purchase small snacks and items from the Dragon House Shop, located on the ground floor of Dragon House.
- For secondary students the shop is open from Sunday to Thursday from 8:30 to 9:15pm and for Primary students, the shop is open 3.45 – 4.30pm on Monday and Wednesdays.
- Staff members are asked to monitor the shop area to ensure appropriate behaviour of students and to watch what is being purchased, in particular the number of soft drinks especially close to bed times.
- The items purchasable in the DHS are reviewed each term, with boarders and staff having input into what should be sold. The health value of these items is also constantly monitored.

E

Electrical Appliances in Boarders' Rooms

No electrical appliances are permitted in boarders' rooms, apart from the IT devices that boarders' use for school and the study lamp provided. Permission to have any electrical appliance requires authorisation from either the HoB or DHoB and this may be granted in exceptional circumstances further depending on successful testing and tagging.

Events

- Dragon House hosts regular events throughout the year. The Boarding Students' Council is involved in the organisation and preparation of the following major events:
 - Halloween
 - International Children's Day
 - Winterfest
 - Monthly Honouring ceremonies (birthdays, celebrations, affirmations, social events)

EMERGENCY MANAGEMENT

- Dragon House has consistent emergency control procedures which need to be strictly followed. The risk associated with boarding or residential facilities are significant and the sources of fires are present as part of the functioning of a boarding house. It is therefore imperative that all staff and students in Dragon and Phoenix House know the correct procedures and are ready to respond to emergencies safely.
- The Director of Boarding, in conjunction with the OH&S Committee, ensures that fire precautions and prevention practices are consistently monitored and managed. All boarding house staff must be competent in knowing where all emergency equipment is and how to use it effectively.
- All residents in Dragon and/or Phoenix House must know fire drill and lockdown practices.
- Fire drills must be carried out at least once per semester and reviewed, and any actions required are to be forwarded to the Wellbeing & Residence and OH&S Committees, Head of Boarding, Head of Residence and the Safety Officer.
- The specific emergency and evacuation procedures are outlined in the Dragon House Boarding Staff and Students' Handbook as well as in the Emergency Procedures Manual.

Evacuation

The safety and well-being is of prime important in the Boarding House. As a result there are procedures which need to be followed very closely in the event of a fire or need to evacuation the building.

Evacuation of Dragon House during normal after school hours:

Secondary Boys, Primary, Secondary Girls Wings

- Residents (Non-Boarding) and students leave by following the designated evacuation routes.
- The **Secondary Boys Floor House Parent** is **responsible** for the Secondary Boys Corridor.
- The **Secondary Girls House Parent** is **responsible** for the Secondary Girls Corridor.
- The **Primary House Parent** is **responsible** for the Primary Corridor.
- The relevant house parent checks to ensure that this floor is empty and is the last to leave. He/she is in charge of the restrooms.

Ground Floor Specialist Rooms Wing:

- Residents (Non-Boarding) and students leave by following the designated evacuation routes.
- The **Boarding Assistant** is **responsible** for clearing the seminar, art, fitness, sickbay and recreational rooms. The Boarding Assistant takes the four attendance clipboards and checks to ensure that this floor is empty and is the last to leave. He/she is in charge of the restrooms.
- The **Head of Boarding, or the Deputy Head of Boarding in his/her absence**, is **responsible** for the overseeing the evacuation of the entire building. The Head of Boarding proceeds to the assembly area once he is satisfied everyone is out of the building.
- **Boarding attendance registers with updated information (Secondary boys and girls, Primary, Resident DH and PH staff and families)** will be taken by the boarding assistant to the assembly area and given to the relevant supervisors (and designated staff in the case of non-boarding staff and families) to check all students and staff are accounted for.
- **Once outside, under no circumstances may anyone go back inside.**
In the Boarding House, Floor supervisors are to account for all students they are responsible for and report to the Head of Boarding.

Dragon House Fire and Safety Procedures

Observe the locations of exit routes
Observe the locations of fire hydrants

Inside the hydrant is the fire bell. In the event of a fire open the hydrant and break the glass on the bell and exit the building at the nearest/ safest exit and wait at the muster point

On hearing the alarm

DO NOT ignore it. DO NOT stay in your rooms. DO NOT collect personal items. DO NOT try to fight the fire. DO NOT re-enter the building until told to do so.

Stay safe!

Keep all doors/hallways/fire hydrants and fire exits clear.

Phoenix House fire and safety procedures

Observe the locations of exit routes observe the locations of fire hydrants.

Evaluation Survey

- A comprehensive survey is undertaken annually by parents, staff and boarders.
- This survey is completed on-line.
- The data is used to evaluate UISZ boarding practices and routines in order to improve in those areas that need attention and improvement.

F

Facilities

General Facilities

- Boarding students have access to an array of facilities, both within Dragon House and the school as a whole. These include scheduled and supervised use of:

At Dragon House

- Kitchen (complete with oven, stove, microwave, toaster and two fridge/freezers) on floor 1. This area is available for all secondary students to use up until 9:30 at night. Staff members need to be careful to ensure students clean up after themselves each time they use the facility. Grade 12 students have the option of using the floor 1 kitchen in the morning for breakfast instead of going to the restaurant. Students cannot have a cooked breakfast however toast and cereal will be made available
- Common rooms (all containing TV's, DVD players, study space, kitchen facilities and comfortable seating areas). The following restrictions apply: Floor 2 common room is only for secondary girls (except during week-night study); Floor 3 only for Primary students and Floor 1 for both secondary boys and girls only until 9:30pm each night except during weekends
- Seminar Rooms (Dragon 1, 2) including music rooms, are available to all secondary students except during homework time when tutorials may be taking place
- Primary Story Room (containing story books, computer, TV and DVD player, 2 desks and comfortable seating) for primary students only with preference for lower primary students
- Access to wireless internet throughout the Boarding House
- Access to a printer/photocopier providing students have used their own printer card issued by the school. Preference is given to staff
- Recreation Rooms (containing a table tennis table and a pool table)
- Outdoors tennis courts area, bonfire pit and outside seating and cooking areas
- Weights and Fitness Room
- Arts Studio

At School

- Sports hall and astro-turf field (basketball/badminton/volleyball/football) providing students have signed out
- Students also have the option of signing out bicycles and going for a ride within the school property. Students are to wear a cycle helmet, be riding with at least one other student and have a mobile phone with them at all times in case of emergencies.
- When students leave the Boarding House to use the school facilities, unless it is on an organised boarding or school activity which is supervised by a staff member from either the Boarding House, China's New Horizons or the teaching staff, primary students are to have adult supervision and can only leave the boarding house prior to dinner, whilst secondary students are required only to check with the supervisor on duty, go in groups of 2 or more and have mobile phones with them in case of emergency.
- Students are required to check out via REACH indicating the time they left and where they intend going.
- Upon return students are to check back in again.
- Boarding staff have the right to deny students the opportunity to leave the Boarding House during their free time.
- Denying a student of this freedom would usually be as a result of a discipline issue and where applicable, the Head of Boarding must be made aware of this.

FINANCES

- The Boarding Admin Assistant holds any pocket money for primary students and/or 7-day boarders. The relevant forms are lodged in the Boarding Admin Office. Keeping money on behalf of primary students and 7-day boarders is for security reasons only.

Fire Drills

- Fire drills are practised in Dragon House a minimum of twice per year and at least once per semester.
- All rooms and common areas have fire evacuation routes clearly marked on notices attached to the back of all room doors.
- Evacuation procedures are prominently displayed around the boarding house especially in common areas.
- There is a full fire evacuation policy and procedure elsewhere in this document (under 'Emergency Procedures Manual') and on Solar, under 'School Policies'.
- It is expected that all Boarding House staff members are aware of procedures to follow in the event of an emergency evacuation drill and/or incident.
- In the case of an emergency evacuation, each wing supervisor and house parent is responsible for ensuring that all rooms on their appropriate floor have been cleared and students/staff have left the building.
- The Deputy Head of Boarding and/or head of Boarding will take over responsibility for clearing a floor in the event a floor supervisor is off the property.
- The Boarding Assistant will clear the ground floor which contains the study rooms and general common activity areas.
- The muster point after the evacuation of Dragon House is in the covered gym area.

- The Head of Boarding will oversee the successful evacuation of all students and staff.

Flexi-Boarding

- UISZ offers 'Flexi-boarding' as an option to all students. Many day students take this option to attend one of our tutorials or participate in one of the many sporting or cultural opportunities that are offered in our school. Some students simply take advantage of flexi boarding while their families travel or are away on business. Stays vary between 1 day, 1 week, 1 month or more.
- 5-Day boarders also sometimes take the option to stay over the weekend, which is considered as 'Flexi Boarding'. Again, they choose to stay in the Boarding House for a variety of reasons but the most common reasons to stay are for completing homework assignments with their friends, participating in sporting events or simply, because their parents have travelled. Enquiries are welcome and may be directed to the Head of Boarding.

Procedure if students wish to Flexi-board:

- If students wish to stay in the Boarding House due to a sports event, school camp, field trip or any other school related activity, the following expectations and procedures will apply:
 - Existing boarding students will not be required to pay an additional flexi-boarding charge however a flexi boarding form should normally be completed and handed in to the Boarding Assistant at least 48 hrs before the intended stay.
 - Day students will be expected to pay the standard flexi-boarding charge to the accounts department and complete a flexi boarding form, which should be normally completed and handed in to the Boarding Assistant at least 48 hrs before the intended stay.
 - Where the school deems it compulsory for the student(s) to have an overnight stay in the Boarding House, the school will pay the flexi boarding costs. This, however, must have prior approval from the Head of Boarding in consultation with the Head of School.
 - For each stay, the appropriate documentation (Flexi-boarding Form, attached to this policy) must be completed and submitted to the Boarding Assistant **at least 48 hours** prior to the requested stay. Where multiple nights are requested only one form is required.
 - When students are staying for a school organised function **at the weekend**, such as a sports event, field trip, rehearsals et al, students are to hand their flexi-boarding forms into the teacher in charge of the event who will then pass these onto the Boarding Assistant, **at least 48 hours** prior to the requested stay.
 - Please note – Weekend Flexi Boarding is **for Secondary Students only**.
 - Approval for students flexi-boarding is granted by the Head of Boarding (after seeking the appropriate advice) based on factors such as:
 - the availability of resources,
 - the motivation and behaviour of the student in school,
 - the influence the student will have on other members of the Boarding House,
 - whether the student has met the 48-hour application time frame.
- The Head of School must approve any deviation from this policy.

- **Students will only be accepted into the Boarding House overnight after the completed documentation has been approved by the Head of Boarding and the necessary payment has been received by the Finance Department at school.**
- All students staying in Dragon House as flexi boarders are expected to abide by the general rules, regulations, routines and expectations of Dragon House and are subject to the same consequences as regular boarders should any breach occur.
- During the weekend no student is to be left in the boarding house unattended without the express permission of the Head of Boarding. This would only occur in rare incidents and is to be restricted to selected Grade 12 students.

Food Orders

- Dragon House provides snack foods and drinks for all boarding students.
- Fruit, bread, condiments, juice, yoghurt, milk and an assortment of additional snacks are provided each day in the boarding house.
- Ingredients for planned-for cooking activities and additional snack/meal items for our 7-day boarders are also provided.
- Food is stored in the boarding house kitchen on the ground floor.
- The Girls' Supervisor also ensures that basic snack items are taken to the girls' common room on the second floor.
- By Thursday of each week, a food order form is completed to indicate the following week's requirements and the preferred delivery days.
- Food is delivered to Dragon House on Mondays, Wednesdays and Fridays. The completed order form is given to the Boarding Assistant who ensures that the order is placed with the kitchen staff.
- Juice, milk and yoghurt are ordered in bulk, approximately every 2/3 weeks as these items are ordered directly from the supplier. The Boarding Admin Assistant undertakes this task.
- By Wednesday of each week, we have a good idea about the number of weekend boarders to expect for the upcoming weekend.
- At this stage, an email is sent to the Head of Catering to request meals to be provided in Dragon House for the appropriate number of students and staff on duty.
- The cook may come and prepares a meal on Saturday dinner time and Sunday lunch where possible and where desired.

Free Time

- Students have free time during the following hours:
 - 3:35 – 5:00 after school on certain afternoons for activities
 - 8:30 – 9:30 after homework/study time
- During this time students may do as they choose *in accordance with Boarding House routines and expectations*.
- If students have not completed their set work in the allotted time they will be encouraged and required to do so during their free time.
- In those instances where boarders are behind in their work, they will be required to attend make-up sessions in the evening after formal study (20h30-21h30). These

sessions are arranged via the Senior Head of House and Head of Boarding and supervised by the Deputy Head of Boarding and/or Boarding Staff.

- Boarders are required to sign up for organised activities or sign out equipment and organise their own on these evenings when free time is available.
- Students also have the right to spend time in their own rooms, same-gender friend's room (if invited by all occupants) or in common or recreation areas of the Boarding House.
- Students may also check out of the Boarding House, but must stay within the designated boundaries and notify a staff member on duty if they do so.
- Boarding Staff must, as part of the INSPIREd program, offer an activity (sporting or cultural) during one of the four annual rotations. These activities may vary according to the seasons.
- Teaching Staff may wish to offer an activity or support an existing activity during this time.
- No activities (sporting or cultural) are to be run between 6.15 and 8.15pm each evening (homework and tutorials) on Mon-Thurs when the Tutorial/INSPIREd program operates.

Food Items

- Dragon House provides all meals and snacks for all boarding students on a daily basis.
- These include breakfast, lunch and dinner as well as bread and condiments, cookies, fresh fruit, dumplings, cakes, muesli, yoghurts, juice and milk. These are available to students as afternoon and evening snacks, so that all have access to a small 'bite to eat' if they are hungry, either after school or in the evening.
- Each afternoon, the Boarding Assistant and House Parents are responsible for ensuring that snacks are prepared and ready for students when they return from school.
- Students are required to clean the dishes they use in the common rooms.
- Common room cutlery, plates or cups must remain in the common room and must not be taken to boarders' rooms.
- No hot food should be cooked or consumed in any student's room.
- Students do not need to bring additional food items to school. However, if students wish to do so, they can store any extra snacks in allocated cupboards or fridges within common room areas.
- For hygiene reasons, all students are required to keep any food they have in their rooms, in sealed containers.
- The boarding house will not be responsible for any food left in a student's room which goes missing.
- The importance of good nutrition cannot be under-emphasised and boarders are encouraged to make healthier choices whenever they can.

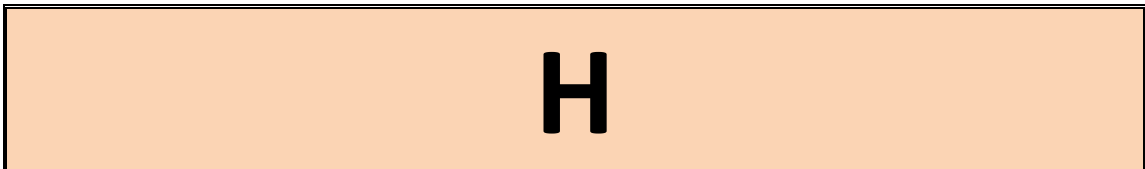
G

General Rules

- It is important that boarding staff maintain consistency and fairness when managing boarding students.
- Boarding staff members must take action in accordance with boarding community values and expectations with regards to the following:
 - Students are expected to behave respectfully to all members of staff and fellow students.
 - Students are expected to treat school property and other people’s belongings respectfully.
 - Profanity is not tolerated.
 - Bullying and harassment are not tolerated.
 - Alcohol, drugs and smoking are not tolerated.
 - The only students who are allowed on any floor wing in Dragon House are those students who live on that floor and in that wing.
 - For hygiene reasons, food is not to be stored or eaten in student rooms.
 - Students are not allowed to be in their rooms during the school day.
 - Phoenix House is off limits.
 - Punctuality is highly valued in Dragon House.
 - Doors are left unlocked at all times until lights out time, then locked by the supervisor on duty.
 - Students are not allowed out of their rooms after lights out, except in the case of an emergency, and must remain in their assigned rooms throughout the night until 6:00am.
 - Students must not leave the Boarding House without notifying a staff member.
 - Rooms are to be kept neat and clean at all times.
 - All boarders and residents are expected to follow instructions and procedures in the event of an emergency evacuation.

Governance

Utahloy Educational Foundation (UEF) Vision and Mission is detailed in the UEF Governance Manual. Furthermore, the details of the various school committees are also detailed in this document.



Health and Safety

- Health and Safety issues are of paramount importance to UISZ.
- Each year the Senior Leadership Team will form and select a chair for the Health and Safety Committee.
- This committee shall have the responsibility of ensuring that all areas of the school meet the highest standards with regards to Health and Safety.
- Staff are encouraged to contact any member of the Health and Safety Committee with concerns they may have in regards to health and safety concerns within the school.

Homework and Study

- Study/Prep/Homework CCA sessions are a compulsory, regular and consistent feature of the boarding community.
- On Mondays and Thursdays, all boarders have a compulsory prep session from 5.00-6.00pm in Dragon House. Years 12 work in their rooms; year 10 and 11 boarders work in the Dragon seminar rooms; Years 7-9 boarders gather in the level 2 common room in Dragon House.
- On Monday to Thursday, study/tutorial/CCA sessions are held between 6.45 and 8.15pm for all secondary students.
- Year 7-9 boarders attend study from 6.45pm – 7.30pm and a CCA session from 7.30-8.15pm in the level two common room of Dragon House.
- Year 10 students, supervised and tutored by academic staff, attend study sessions in the secondary school building from 6.45-8.15pm.
- Grade 11-12 students attend tutorials which are run by academic staff rostered to take subject tutorials in the Boarding House study rooms or in the secondary building from 6.45-8.15pm.
- Tutorials vary each evening but all subject areas are covered in a two-week cycle.
- Senior day students often flexi-board to enable them to attend tutorials.
- During the first semester, these tutorials are paid for by the student; however, during Semester 2, there is no charge for Grade 12 students who flexi-board to attend tutorials. Flexi-boarding forms do have to be completed in all cases.
- All primary boarders attend a homework session from 6.15-7.00pm followed by a CCA from 7.00-7.45pm, Mondays to Thursdays.
- Grade 4-6 primary students are given guided homework in Dragon House while Grade 1-3 primary students use the primary reading room. As with secondary homework sessions, these sessions are facilitated by teaching and boarding staff.
- At the start of the year, the Head of Boarding, in conjunction with the Heads of Secondary and Primary, will establish a roster which has all teaching staff allocated up to a maximum of two hours per week to undertake either a tutorial, homework or CCA session.
- As far as possible, consideration is given to all staff allocation requests, but first preferences may not always be possible. A draft program with allocations will be posted before the start of each term for staff response and then changed and updated for each term as needed.
- The Head of Boarding or their designate will check the attendance of boarders, ensuring they are either at the correct tutorial or in the DP study room.
- Primary boarders will go directly to the Primary Common Room. Staff on duty will meet them there for homework and CCA sessions.
- All attendance rolls and communication during the evening program (positive and negative feedback/issues/information) is done via REACH.
- In case of emergency or query during the evening INSPIRE program, the HoB and/or DHoB should be contacted immediately via mobile.



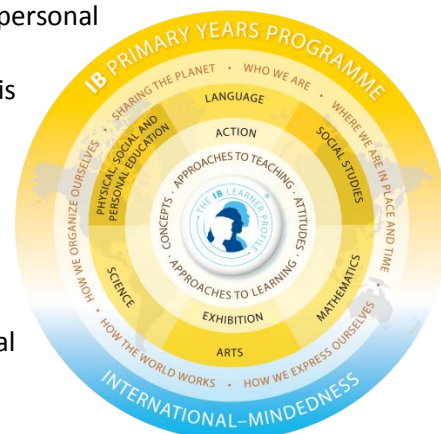


IB Continuum

- UISZ is proud to be an IB continuum school.
- The IB continuum of international education for 3-19 year

olds is unique because of its academic and personal rigour.

- We challenge students to excel in their studies and in their personal growth.
- We aim to inspire a quest for learning throughout life that is marked by enthusiasm and empathy.
- The IB aspires to help schools develop well-rounded students with character: students who can respond to challenges with optimism and an open-mind; students confident in their own identities; students who make ethical decisions; students who join with others in celebrating our common humanity; students who are prepared to apply what they learn in real world, complex and unpredictable situations.

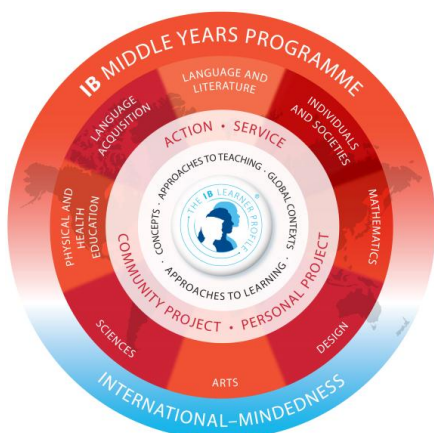


Primary Years Programme (PYP)

Authorised since 2012

Preparing students to be active participants in a lifelong journey of learning.

- The PYP is designed for students aged 3 to 12.
- It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.
- It is a framework guided by six trans-disciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as trans-disciplinary skills, with a powerful emphasis on inquiry.



Middle Years Programme (MYP)

— Authorised since 2014

Preparing students to be successful in school and to be active, lifelong learners.

- The MYP is designed for students aged 11 to 16.
- It provides a framework of learning which encourages students to become creative, critical and reflective thinkers.
- The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world.
- It fosters the development of skills for communication, intercultural understanding and global engagement, qualities that are essential for life in the 21st century.

Diploma Programme (DP)

Authorised since 2005

Preparing students for success in higher education and life in a global society.

- The DP is an academically challenging and balanced program of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond.
- It has been designed to address the intellectual, social, emotional and physical well-being of students.
- The program has gained recognition and respect from the world's leading universities.



Induction

- Upon arrival, new boarders will be welcomed by the Head of Boarding or their designate and shown to their room.
- A 'buddy' will be assigned to the new boarder (usually a member of the Boarding House Council) and introductions made to other boarding staff and students.
- The boarding leader also welcomes and supports any new student into boarding and formally welcomes them at the first meeting or briefing.
- The Boarding Assistant prepares a package of materials for new students.
- The new boarder should normally be roomed with another student from their grade level, where possible, and this roommate is a second buddy.
- This buddy should take the new boarder to breakfast and school on their first day, where they will introduce him/her to the Senior Head of House and have the house system explained.
- Formalities include:
 - Discussions with parents/guardians with any special concerns
 - Tours of the Boarding House as desired
 - Submission of Technology Registration Form
 - Submission of medical reports and medicines to the School Nurse
 - Submission of any large sums of money or valuables for safekeeping
 - Submission of the student/parent handbook Acknowledgement form signed by both the parent and student.
 - In the case of the Handbook not already being received, a copy of this is given to the new boarder and parents and the acknowledgement page can be submitted to the Head of Boarding within one week of the student's arrival.

INSPIREd Boarding Program (IBP)

Overview



- INSPIRE is UISZ’s residential program.
- Built on the key idea that ‘better people make better boarders’, its core principle, underpinned by the school’s mission statement and IB learner profile, is the education of the whole person in all dimensions.
- Methodologies include:
 - integrating learning from different sources
 - complementing and enriching the IB programs (PYP, MYP and DP) with project based learning and CCAs
 - using knowledge creatively and humanely
 - being respectful of difference and diversity
 - creating opportunities for creativity, service and mindfulness
 - preparation for life beyond school
 - shifting the concept that intelligence is static by emphasising a growth mindset
 - valuing and rewarding effort
 - developing a sense of well-being through connectedness and belonging.
- The IBP in Dragon House is based around three main allotments:
 - Morning Program (06h00-07h30)
 - Afternoon Program (16h00-17h00)
 - Evening Program (Ranging from 19h45-21h00)

Morning Program

- Before school student-directed exercise in the mornings is optional, although all boarders are encouraged to participate on at least one morning per week.
- Students sign up the evening before with the BE Staff Activities’ Co-ordinator who will then give permission for them to sign out the following morning.
- BE Staff members on morning duty are responsible for insuring that students are back at the appropriate time to allow for them to shower and prepare for the school day.
- In general, students who take part in morning activities, have the option of going to breakfast before returning to the Boarding House to shower and prepare for school.
- The purpose of student-directed morning exercise is to allow students some freedom and responsibility for their own health and wellbeing.
- The Activities’ Coordinator or any BE Staff have the right to deny students signing out in the morning, based on student respect and responsibility towards Boarding House protocols and expectations. In such cases however, the Head of Boarding needs to be informed and reference to this needs to be included in the records for that student.

Afternoon Program

- In the interests of a holistic and balanced education (‘a healthy mind in a healthy body’), the Dragon House boarders’ rooms will be closed from 16h00-17h00 in order for boarders to participate in mandatory afternoon activities. All technology is expected to be turned off and out of sight at this time.
- All boarders are expected to participate in the afternoon program with at least one activity per term, between 16h00-17h00, Monday to Thursday.
- Staff will do their best to offer a range of activities and welcome student council input on the options available.
- A variety of equipment may be signed out by boarders.
- Secondary students have the option of organizing and participating in their own activities. Students must have permission from a member of staff to sign out any equipment from the activities office or storage rooms.

- After using any of the Boarding House resources, students must seek out a staff member and sign back in the equipment in order for all equipment to be accounted for.
- On Mondays and Thursdays, all boarders have a mandatory homework session from 5.00-6.00pm. On Tuesdays, the BSC meets in Dragon 3 and on Wednesdays, the entire boarding community meets in the Canteen at 17h45 for its weekly meeting and community dinner.

Evening Program

- Primary boarders eat dinner from 5.15-6.00pm and secondary boarders eat dinner from 6.00 – 6.45pm (except for Wednesdays).
- Primary boarders attend a homework session from 6.15-7.00pm each evening followed by an evening CCA which runs from 7.00-7.45pm, Monday-Thursday. Both sessions are run from Dragon House.
- Year 7-9 boarders attend a homework session from 6.45-7.30pm each evening followed by an evening CCA which runs from 7.30-8.15pm, Monday-Thursday. Both sessions are run from the second floor common room area in Dragon House.
- Year 10-12 boarders attend evening tutorials in the secondary school building/seminar rooms Mon-Thurs 6.45-8.15pm.
- All boarders are required to attend fortnightly sessions as part of a mindfulness and well-being program (including life-skills).
- These sessions teach students about other important aspects of life in order to improve their personal growth and development and help them deal with the challenges of life.
- A separate Mindfulness and Wellbeing program runs for primary boarders, with a session each fortnight.
- These programs are compulsory for all boarders.
- Parents have the option of removing their child from any number of sessions for any reason and can do so by contacting the Head of Boarding.
- The School Counsellor, Head of Boarding and Deputy Head of Boarding will be responsible for scheduling the program throughout the year.
- All Boarding Staff, especially those involved with secondary students, will participate in and/or run such sessions.

K

Kitchens

- There are 3 kitchens provided for boarders' use - one on each of the residential floors.
- All kitchens are equipped with a water cooler/dispenser, microwave oven, toaster, two sinks, a fridge-freezer, ample cupboard space, utensils, plates and bowls.
- The ground floor kitchen, housed in the senior boys' common room, is fully equipped with an oven/gas stove-top unit for baking and cooking and completely supplied with kitchenware such as pots, pans, serving dishes, a rice steamer and an extra fridge-freezer for 7-day boarders.
- All boarders have access to this kitchen, which provides plenty of additional cupboard space.

- All students are required to keep the kitchens clean and tidy, remove all rubbish, wash plates and cups, put food and drink away after use, and throw out expired personal food items.

L

Lateness and Punctuality

- Punctuality is regarded as an important aspect of the well-rounded education that a student will experience at UISZC.
- The Boarding House is well structured around school time requirements and we expect students to adhere to the stipulated daily boarding routine.
- Primary students are escorted to school every morning by boarding staff.
- Secondary students make their own way to the restaurant for breakfast and then onto school.
- Students are not permitted to miss breakfast and go immediately to school, nor are they allowed to leave the restaurant before 8am.
- This is to ensure there are teaching staff on duty when the boarding students arrive at school in the morning.
- All students are expected to be out of the Boarding House by 8am each morning.
- Secondary students arriving at school after 8.30am will be recorded as being late by the Head of House.
- A full list of absences and students arriving to school late will be sent to the Head of Boarding who will then inform any boarding students who are late that they will have an early breakfast at 7:30pm the following morning.
- Persistent failure to adhere to the timings will result in consequences which may include contacting parents.
- All students must be out of the Boarding House for the evening meal by 6.00pm and all Grade 7-12 students are expected to be at their respective study venues ready for evening study at 6:45pm.
- Boarding staff on duty will accompany students to the restaurant for the evening meal.
- All students and staff are to remain in the restaurant until 6.40 when the boarding captain will dismiss them after any relevant notices are given.
- Students are expected to return to the Boarding House immediately after school unless they are participating in an interschool sports competition.
- Students who wish to watch a sporting event or use some of the sports facilities after school must first return to the boarding house, ensure that they are registered as having returned and then sign out again as is normally expected.
- Students are required to be punctual at compulsory boarding meetings and study and homework sessions/tutorials.
- All students are expected to respect scheduled bed times and times for lights to be turned off.

- Persistent failure to adhere to the timings will result in consequences which may include contacting parents.

Laundry and Drying Room

- Provided for all staff and boarders is a common laundry room and drying room.
- Dragon House provides a laundry service for students on specific days of the week.
- The Primary students and Secondary girls can use the laundry service once a week on Wednesdays. The Secondary boys can take advantage of a twice-weekly service on Tuesdays and Thursdays.
- The cleaning staff return all clothes on the same day, weather permitting.
- Students wishing to have their laundry washed and dried for them are to place their clothes in a marked laundry bag which can be purchased from the Boarding House shop with the students placing their laundry bag in specific locations on each floor prior to departing the boarding house in the morning
- Boarders are also welcome to do their own washing however the Boarding House will not take responsibility for any items which are lost or damaged in the process of being laundered.
- All students are strongly encouraged to name their clothing, especially their items of school uniform
- Boarders must use the boarding laundry room where there are a number of washing machines and drying units available for use.
- No students are to be using the Laundry after 9.30pm each night and are limited to using the dryer to winter months only.
- Staff members are to encourage students to use the drying rooms or the lines at the back of the Boarding House as a more environmentally friendly option to dryers.

Leaving the Boarding House

- Any student wishing to leave the Boarding House and school grounds outside of the normal weekly departure times needs to inform the Head of Boarding in advance.
- A written request from parents/guardians by email must be received no later than 48 hours in advance.
- Written requests can be emailed to boarding@uiszc.org.
- A stamped student sign-out form, signed by the Head of Boarding or designated staff member, will be given to the driver on departure from Dragon House.
- The driver must then submit this form to the front gate security staff when exiting the campus with the student.
- If a student is required to leave early due to unforeseen circumstances, such as illness or injury or a special request from a parent/guardian, and does not have a written request, approval to leave can only be granted by the Head of Boarding or Head of School. Students will be unable to leave the school if these procedures are not followed.
- It is important that a supply of stamped sign-out forms is available for weekend or evening staff. These should be kept in the Boarding House Reception Office.

Lights Out

- Lights Out times vary for different year groups and ages
 - **Primary:** Year 1 – 3: 20h30 Year 4 – 6: 21:00
 - **Secondary:** Year 7 – 9: 22:00 Year 10 – 12: 22:30
- Year 11 and 12 students are permitted a desk lamp after this time for study purposes till 23h00.
- Boarding staff evening shifts end at 23h00.
- Before signing off for the evening, boarding staff are to ensure all lights are out, doors locked and students settled prior to returning to their apartments.

Lost Property

- Lost property is stored in the Boarding office in the filing cabinet.
- Cleaners are asked to bring any valuable items left in student's rooms, to the Boarding Office if found while they are cleaning each morning.
- Labelled items will be returned to students.
- Lost laundry items are located in a lost property box in the drying room.
- From time to time, announcements are made to remind students to collect lost items. Unclaimed items will be donated to charitable organisations.
- Students/parents are asked to ensure that all personal items are clearly labelled.

M

Meals and Snacks

- All boarders are provided with three meals per day, served in either the Restaurant or in Dragon House.
- The menu provides a variety of healthy and nutritious foods.
- We are able to accommodate a range of dietary requirements (such as allergies to dairy products or vegetarian options).
- Parents are asked to inform boarding staff about any foods that their son/daughter must not have, especially in the case of allergies.
- Parents should also contact the School Nurse if there is a likelihood of any severe reactions.
- In addition to formal meals, fresh fruit, bread, condiments, and an assortment of additional snacks are provided each day in the Boarding House.
- Students prepare these for themselves in the boarding kitchens at stipulated times.
- Water dispensers are also placed around the school. Parents are asked to ensure that their child has a refillable and clearly labelled non-breakable drinking bottle.

- Students are welcome to bring their own snacks from home, although this is unnecessary as Dragon House provides a full range of meals and snacks.
- We recommend nutritious foods and discourage crisps, sweets and high-sugar content foods to promote a healthy lifestyle for optimum learning.
- Personal food items must be clearly labelled, appropriately stored in sealed containers in the common kitchens or lockers and only consumed in the common areas or kitchens.

Medical

Health Services

- A clinic, staffed by two nurses, is located on the first floor of Dragon House and provides services to all students.
- A log is kept of all treatments and the nurse notifies the Head of Boarding accordingly of all incidents/treatment.
- The nurses are employed by the Global Doctor Clinic and have access to immediate support from doctors at the clinic.

Injuries

It is the policy of UISZ to maintain a safe place for students, staff and visitors and to have immediate first aid available in the event of accident.

We take the prevention of accidents seriously.

- The school has established a Health & Safety Committee that meets once a month and regularly makes risk assessments of school operations and facilities.
- In the event of any accident the following will occur:
 - The Nurse immediately attends the accident scene and renders assistance.
 - The Nurse makes a decision as to the next step, often in consultation with Global Doctor based in Dongguan and Guangzhou.
 - Parents/caregivers are contacted as soon as possible.
 - All parents'/caregivers' contact points are listed with the Head of Boarding and the Nurse.
 - In all accidents, an incident form is completed by the attendant Nurse.
 - The Nurse gives a copy of the incident form to the student who has the responsibility of handing the document to their parents/caregivers. The Nurse also retains a copy in the student files in the clinic, and sends a copy to the Head of Boarding to keep in the student's record file.
 - Accidents are monitored on a monthly basis by the Health and Safety Committee.

Illness

- UISZC maintains a 'fever free' environment and will send students home if they have a temperature over 37.5 degrees Celsius.
- By following this procedure we are able to maintain a healthy environment for all and minimise flu infections.
- Boarding students who have a fever will be kept under observation in the Dragon House clinic until arrangements can be made for them to return home for recovery and further medical assessment and treatment.

Medication

- Parents who wish the School Nurse to administer medication or nutritional supplements during school hours are asked to send a note with the student's name, reason for giving the medicine, dosage, time and duration.
- All medicines must be in their original container and clearly labelled in English and/or Chinese.
- A few 'over the counter' medications (e.g. Panadol) are available and can be given if written parental permission is on file in our clinic.

Medical pass

- To fulfil our duty of care in *loco parentis*, students are required to obtain a medical pass from staff on duty before going to the clinic when feeling unwell.
- In the event of an accident, the Nurses will immediately inform staff that a student is being attended to in the clinic.

Confidentiality

- Students should feel able to approach the Nurse to discuss any relevant issue.
- Where it is clear that an issue could cause harm to an individual or group within the school community, the Nurse should discuss the issue with the Head of Boarding.
- At all other times, matters discussed between the Nurse and a student are to remain confidential.

Weekends

- The nurse on duty each weekend is to accompany the 7-day boarders when they go out on an outing.
- Costs incurred for the nurse will be met by the Boarding House.

Medical Insurance

- All boarders are required to have full medical insurance.
- Parents of boarders are required to inform the Boarding Assistant or the Head of Boarding of the following details:
 - Insurance Company
 - Policy Number
 - Type of policy
 - Contact details of Insurance Company
 - Expiry date of policy

Meetings involving Boarding Staff

- Boarding House staff are expected to attend the following meetings where appropriate:
 - Full Staff Briefing 8am – HoB or DHoB
 - Full Staff meetings – Academic and Administration – when called for
 - Full Academic Staff – HoB and DHoB
 - Management Committee Meeting – HoB
 - W/S Secondary Leadership Team – HoB
 - Primary Leadership Team – HoB
 - Weekly Boarding Operations Meeting – All boarding staff
 - Weekly Secondary Student Welfare Meeting – Head of Boarding, Secondary Boys Supervisor, Secondary Girls Supervisor

- Weekly Primary Student Welfare Meeting – Head of Boarding, Primary Floor Supervisor, Primary House Parent
- Well-being and Residence Committee – Head of Boarding or Deputy Head of Boarding
- MDC – HoB
- School Consultative Forum – HoB

Money, Valuables and Passports

- Upon arrival at the Boarding House, all students are expected to submit their passports or ID cards for safe keeping by the Head of Boarding or their designate.
- In the case of the boarders that travel on the Hong Kong School bus service, these documents will be given to the appropriate driver by the Boarding Assistant when school vehicles depart school at the end of the week, or given to the parent/guardian collecting the student.
- No student is permitted to keep such documentation in their room.
- All 7-day boarders are required to hand in their passports for safe keeping at all times.
- All boarders, especially primary-age boarders and 7-day boarders, are encouraged to submit money or other valuables for safe keeping to the Boarding Administrator. Where money is held by the Boarding Administrator, boarders are able to take all or part of this money after signing receipt of the same.
- This is to ensure the safe keeping of the valuables and assist boarders and parents with the spending habits of their son or daughter.
- Primary students are expected to submit mobile phones to the Primary floor supervisor.
- These mobile phones are given to the primary boarders for use between 8pm and 9pm each evening after they have completed their supervised study and are prepared for bed.
- All boarders are able to request their mobile phone at any other time should the need arise. However, this request must be approved by the floor supervisor.
- Expensive electronic items are strongly discouraged in the Boarding House and if parents allow such devices to be brought to the Boarding House, UISZC will hold no responsibility for loss or damage of same.
- Boarding Staff will maintain an inventory of all electronic devices held by students and this will be updated each quarter or when a student brings in a new device.
- All boarders up to Grade 9 are expected to hand in laptop computers, iPads, Mobile Phones and any other electronic device to the Floor Supervisor at 9:30pm each evening for safe keeping.
- Grade 10 boarders are expected to hand in laptop computers, iPads, Mobile Phones and any other electronic device to the Floor Supervisor at 10pm each evening for safe keeping.
- These devices will be kept in a computer trolley over night. Students may collect their devices prior to departure for school each morning at 08h00.
- Lockable storage cupboards are located in each room.
- The Boarding House will not be liable for lost, damaged or stolen valuables that have not been handed in.

Mosquito Nets

- Mosquito infestation can be bad around February/March each year.
- While they are not disease bearing mosquitoes, they can be an issue.
- Each room will have a mosquito repellent electronic device which will be maintained by the cleaning staff.
- Students need constant reminder to keep doors and windows closed during this time of the year.
- Mosquito nets are available to students who can loan them from the Boarding House for 100rmb.
- If students return nets in good condition at the end of the year and can purchase their receipt, then 80rmb will be refunded.
- Students can bring their own mosquito nets if so desired.

Seminar/Music Room (Dragon 1)

- Dragon 1 is available for all boarders to use during their free time.
- We have a number of instruments for the students to use, including a piano, a keyboard, several guitars, a saxophone, a violin, a cello and an oboe.
- The room is also used for private music tutorials, and students have access to a booking sheet where they can see room availability and plan their use of the Music Room accordingly.
- Dragon 1 is open daily at 7.00am and closes at 9.30pm.
- Boarders need to be aware that no food or drink may be consumed in this room.

N

Noise

- Dragon House is a residential community of students and staff.
- Students are expected to be mindful of the needs of the community and to maintain respectful and appropriate noise levels at all times.
- Quiet time begins at 9.30pm each evening and there should be silence after lights-out.
- There is a general policy that teaching staff with young children will be housed in Phoenix House.
- This policy does not apply to boarding staff as clearly they need to be accommodated in Dragon House on the relevant floors of the students they supervise.

O

Outdoor Living Area

- Surrounding Dragon House, a common space is provided where students can socialise or play safely and comfortably.
- Dragon House offers a BBQ area which can be used for both 7-day boarders and the monthly birthday BBQ and an outdoors sports space is also available for use.
- Boarding students are not permitted to use the space adjoining Phoenix House, nor the kitchen area in Phoenix House without the prior approval of the Residence and Wellbeing Committee.

P

Packages and Deliveries

Boarders are not permitted to order items online and have them delivered to school. In the case of extenuating circumstances, particularly in the case of 7-day boarders, permission must be sought from the Head or Deputy Head of Boarding (or staff designate) PRIOR to placing an online order. Written permission by parents is required for any packages that are sent to boarding students. The packages should be received by Reception staff and transferred up to the Boarding School. The package must be open by the student in the presence of a boarding staff member.

Passports

- All students bringing passports into the Boarding House must hand them into the Boarding Assistant for safe-keeping.
- In general, 7-day boarders have their passports kept in the Boarding Office.
- Students traveling to and from Hong Kong, will have two ID cards (one each for Hong Kong and China) which are kept in the Head of Boarding Office and given to the Hong Kong Bus driver by the Boarding assistant on Fridays before departure.
- Any passports that are held in the Head of Boarding Office must be signed for using the appropriate form which is kept with the passports.
- At times the local police department will ask to see boarders' passports to ensure their visas are up to date. The HR department handles this process.

Pastoral Care

- Living away from family and loved ones can be difficult at any age.
- UISZ's Boarding House provides a range of professional international and local staff to help make the transition easier.
- Staff members assist students to:

- adopt a positive mindset
- adapt to a new environment
- enrich their lives by embracing opportunities
- make wise educational choices
- become better versions of themselves.
- Primary and senior boys and girls have a supervisor, house parent and both the Deputy Head of Boarding and the Head of Boarding to support them. Along with the school counsellor, Senior Head of House and Heads of House, this team is responsible for the day-to-day oversight of students' academic and personal development.
- Staff members and senior boarders act as mentors
- Boarding staff also act as responsible parental figures for our boarders. This includes breaches of the boarders' code of conduct.
- In the case of a severe student issue or concern, the HOB or DHOB may be brought in to help address and resolve the issue.
- Within the Boarding House there are two boarders from each year level and a senior primary who serve on the Boarding Students Council. These members, together with the boarding captain, act in a leadership and pastoral role for younger students and those who need any extra support. This opportunity benefits and strengthens social bonds and the social attributes of all students involved.

Transition

- UISZ recognises that, in addition to the demands of the IB Programs and living overseas, students require ongoing physical, emotional, psychological, social, moral and intellectual support.
- For many students, living in China requires a transition to a new country, a new culture and, for many, a new language.
- Through an induction and orientation program, UISZ supports students through this time of transition.

Student Wellbeing Counsellor (SWC)

- The Student Welfare Counsellor is available to students, not only during school hours but also outside of school hours if necessary.
- The SWC will meet on a weekly basis with the Head of Boarding, Senior Head of House and boarding staff.
- These meetings are designed to address any issues or concerns which may have arisen over the week with boarding students either at school or in the Boarding House.
- The Head of Boarding will be notified by the Senior Head of House each time a Secondary boarder is placed upon report.
- If a student is on a Blue report, the relevant Floor Supervisor must sign the report each night, if the student is on a Yellow report, then the responsibility of signing the report falls to the Deputy Head of Boarding and if it is a Red report, then the Head of Boarding will become involved.

Personal Items at Dragon House

- As much as possible, boarding life is a combination of personal and professional environments.

- While respecting privacy and personal rights, we are a living community and must live with acceptable policies and procedures which recognise individual and group responsibilities and contributions.
- The Boarding House is also a residential facility with members of staff and their families.
- The application of the boarding code of conduct leads to a safe, secure and stable environment for all.
- The following guidelines apply:
 - Personal electronic devices must all be registered with the administration.
 - All these electronic devices must be used in a respectful manner and, where appropriate, locked away each night at 9:30-10:00 for junior secondary students and 9pm for Primary students.
 - Students are responsible for their personal property and should always take precautions, when leaving their rooms, to make sure personal items are put in a secure place.
 - Any large amount of money is kept with the Boarding Assistant/Head of Boarding and signed for when used.
 - Offensive material is banned.
 - Dragon House will not assume responsibility for any loss of students' personal items.

Physical Restraint

- UISZ boarding staff may use physical restraint ONLY in emergency situations, after other less intrusive alternatives have failed or have been deemed inappropriate and with extreme caution, to prevent a student from self injury or injury to others.
- This therapeutic and preventive measure will ONLY be used when a student or others are in immediate danger.
- Boarding Staff shall use physical restraint with three goals in mind:
 - To administer physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm
 - To prevent or minimize any harm to the student as a result of the use of physical restraint
 - Physical restraint will NOT be administered in a manner that prevents a student from breathing or speaking.
- An Incident report will be completed and sent to the appropriate head of section for follow-up.

Policies and Procedures

- The school adheres to the UEF Policy Manual. This manual provides an overview and guidance on strategies and processes for effective management of UISZ, in accordance with the UEF vision and mission and the requirements of our external accreditation agencies.
- The Policy review cycle is 5-years maximum and 1 year minimum, with approval date as the starting date. This is subject to individual policy situation variations, as developments and the environment warrant.

- The UEF policy manual can be found on solar (Z:\Whole School\School Policies). The Head of School, Head of Secondary, Head of Boarding and Head of Primary all have a hard copy of the UEF policy manual in their offices.

R

REACH Boarding Management Program



The REACH Boarding System is the current means by which boarding at UISZ is managed. It automates control and monitoring procedures and allows for the complete tracking and reporting capability for a wide range of core activities. REACH also provide all data for integration with existing school management systems through direct API data connection or simple data export/import.

Reading

- All students are encouraged to read in bed before lights out each evening.
- A designated time of 15 minutes should be set aside for primary boarders where reading is compulsory before lights being turned out.

Records

- All staff members are required to keep accurate and up to date records of all boarding students.
- All boarding data is recorded and stored on REACH.
- The reasons for keeping records often come to light during parent conferences when a Head of House or teacher has to explain how a child is progressing.
- Records help in almost every case to support children who are struggling, as well as students who excel in various subjects.
- Keeping a record of specific events and student behaviours is useful in supporting a holistic approach to each student's education and development.
- Any concerns regarding the student's progress should be shared with the School Counsellor, the Head of Boarding, Head of Secondary/Primary in the first instance as a prelude to communicating with parents.

Recreation Rooms

- There are recreation areas provided for boarders' use during free time that offers pool tables, fuzeball and table tennis.
- There are two toilets and sinks located in the recreation room and air conditioning is available.
- Students may use this room between 3.45 – 5.00pm and 8:15 – 9:30pm weekdays and any time on weekends.

Reports

- Boarding House reports are an integral part of communication with parents.
- Boarding Reports are sent home in conjunction with the academic reports each semester.
- These reports are joint compilations by boarding staff and their writing are the responsibility of the supervisors, DHoB and HoB.

Relationships

- As this is a co-educational facility, the boarding staff recognize that, at times, relationships may develop.
- In such cases, staff members are asked to ensure that couples do not demonstrate affection towards each other that would be disturbing or concerning to others.
- At no times should a couple be in any room on their own with the door closed.
- Any displays of affection deemed to be unsuitable will be brought to the attention of the Head of Boarding.

Restaurant

- All students are provided with three meals each day. The menu provides a variety of healthy and nutritious foods.
- All food is prepared fresh daily in the restaurant kitchen. The menu suits Eastern and Western tastes.
- We are able to accommodate a range of dietary requirements (e.g. allergy/dairy-related, vegetarian).
- Parents are asked to ensure that all relevant information is provided to Head of Boarding and/or Floor supervisors who will notify all Boarding House staff members.
- Parents should also inform the Admissions Officer on admission to school and inform, in writing, the Head of Boarding about any foods that the child must not have, especially in the case of allergies.
- Parents should also alert the School Nurse if there is a possibility of severe reactions.
- **Restaurant Hours:**
 - Monday to Friday
 - Breakfast: 7.30am – 8.30am
 - Lunch: 11.30am – 1.30pm

- Dinner: 5.15pm – 6.45pm
- The restaurant is closed on weekends, apart from Friday evenings or when CNH groups are on campus. (Please see 'Weekend Boarding' for 7-day meal provision.)
- Note that during weekends, one of the Restaurant staff will cook an evening meal for the 7-day boarders on both Saturday and Sunday where required or requested.
- The Boarding Admin Assistant will order sufficient food and snacks each week to enable the 7-day boarders to prepare their breakfast on Saturday and Sunday along with lunch both days and sufficient food for snacks throughout the day.
- The Boarding Admin Assistant will also order sufficient supplies from the Restaurant for afternoon snacks and drinks for all boarders.

Restricted Items

- The following items are forbidden at UISZC:
 - Alcohol
 - Narcotic drugs
 - Cigarettes and tobacco
 - solvents
 - Pornography
 - Dangerous implements (e.g. razor blades, knives, syringes, firearms)
 - Aerosol cans
- There is no justification for having any of these items on the boarding premises.
- Depending upon the circumstances, students found with these items in their possession will be severely warned, suspended or expelled.

Room Allocation

- Students are housed in separate wings of the Boarding House. Secondary boys are housed on Floor 1, Primary students on Floor 3, and Secondary girls on Floor 2.
- A central common room and staff residence are located at the entrance of each floor.
- All bedrooms have a maximum capacity of three students.
- However, especially in the senior grades, every effort is made to place only two students in each room.
- Every effort is also made to ensure students of the same grade level are accommodated together, thus enabling peer support with school-related concerns and homework.
- Students are consulted and discussions held with boarding staff when allocating rooms and, where possible, student requests are seriously considered, thus ensuring a friendly and supportive environment throughout the Boarding House.
- At midyear, students have the opportunity of requesting a room change.
- Any changes in room allocation are made by the Head of Boarding in consultation with BE staff.
- Where necessary, students may be moved to different rooms as agreed to by the Head of Boarding.
- The boarding captains have additional furnishings in their room in recognition of their positions within the Boarding House and their contribution to Dragon House.

Room and Personal Searches

- Boarding staff members follow policy and procedure for room and/or personal student searches that are established as part of accepted international boarding practice.
- The full policy and procedure are available for view upon request.
- Essentially however, for a room search to occur, the following individuals must be present: two staff members, including a minimum of one same sex staff member as the student along with the student themselves.
- The student must also be informed of the reason for the room search
- The aim is to ensure a safe environment whilst preserving the dignity and human rights of boarders in our care.

Room Tidiness

- We expect students to maintain their rooms in an orderly and hygienic manner.
- Room checks are carried out daily by boarding staff and all students are expected to perform the following basic tasks as standard before they leave for school each morning:
 - Fold blankets/make bed
 - Open curtains/blinds
 - Fold and put away any clothing
 - Ensure that all rubbish is in the bin
 - Ensure that lights/AC machines are turned off
 - Unplug electric appliances (e.g. hair dryers)
 - Conceal valuable items
- If the supervisors performing room inspections is not satisfied with the condition of the rooms then they are to lock the room, instruct the cleaners not to clean the room and the room must be kept locked until the Head of Boarding or the Deputy Head of Boarding or their designate, unlocks the room in the afternoon.
- At that time all students in that room must remain until it is in a state of tidiness approved of by the staff member unlocking the room.
- In the interest of hygiene and development, all rooms will be clean to these standards by 8:00 am each day.
- A failure to meet these standards will result in a loss of free time privileges. Free time will be utilized to clean rooms.

Room Tidiness: Key Standards

- Fold blankets and make beds
 - Blankets will be folded or neatly covering the whole bed.
- Clean/Dirty/Wet clothing put away
 - Clean clothing should be in a closet or folded on top of the closet.
 - Dirty clothing should be put in a laundry bag or in your suitcase.
 - Wet clothing should be put onto hangers and hung on the cloth bar on the wall over the bed.
 - There should be no visible, unfolded laundry in the room.
 - All clothing and shoes should be stored properly.
- All Trash In Bins

- There should be no loose trash such as tissues, paper, plastic or garbage anywhere in your room.
- It should all be contained in the bin for removal.
- Clean/dirty dishes
 - Food of any type is restricted to the common room/kitchen area.
 - Dishes and silverware of any kind are restricted and will be removed by cleaning/and or boarding staff.
 - All personal food must be placed in the sealed tubs provided. Any food not in these tubs will be disposed of.
- Luggage cases put away
 - Luggage will be placed either in the closet, under the shelf next to bed or under the bed.
 - Luggage, bags and all other items should be closed and out of the walking path as this constitutes an OH&S issue and fire hazard.
- Turn off electricity
 - Simply shut off all lights, A/C and any other power consuming items.
- The cleaning staff sweep, mop, dust, clean desks and chairs, take out trash from bin, clean bathroom.
- The cleaning staff are not responsible for cleaning your personal items.
- The cleaning staff will not be held responsible for lost or stolen items.
- All valuable items should be stowed away in your lockable closet or left with the house parent for safe-keeping.
- Failure to do these daily tasks could prevent the cleaning staff doing their job. Let's help them keep our rooms and the Dragon House clean and sanitary.

S

School Leadership

- It is the policy of UISZ to have capable and visionary leadership which manifests all the quality aspects of the school.
- The senior managers of the school will endeavour to provide leadership that motivates, inspires, nurtures and supports the staff to carry out their tasks of educating students and all that it entails in a quality manner.
- Quality in this instance is driven by the need to put the students at the forefront of considerations and to support teachers in fulfilling these requirements.
- Responsibility for quality teaching is system-wide.
- Defining the role of the leaders is beyond the scope of this definition as it applies to our school.
- A major focus of school leadership is to ensure decisions are made in the best interest of the students, the staff, and the school.

School Teams

- The promotion of exercise and sport is seen as a feature of UISZ that contributes significantly towards our unique identity.
- The promotion and participation of competitive sport is linked to our school's philosophy on the development of the individual through sport, drama, music and other recreational activities.
- Staff are encouraged to organise coaching clinics and sporting opportunities for the students of UISZ.
- Where necessary, students taking part in sporting or cultural activities which require overnight accommodation will be billeted in the Boarding House.

School Uniform

- Primary students' school uniforms consist of the official school PE uniform, which includes polo shirt and matching shorts.
- For winter there is an additional tracksuit which can be worn. Students are encouraged to wear sensible footwear, especially during PE lessons.
- School uniforms can be purchased from the school administration staff.
- The secondary school has an official school uniform which can be purchased through the secondary administration.
- Year 11 and 12 students do not have to wear school uniform.
- Secondary students can only wear PE uniform to school if they have a PE class first period in the day.
- Secondary students are expected to change out of their school uniform prior to going to dinner at 6.00pm.
- It is important that the staff member on duty in the mornings ensures that students are wearing the correct uniform when they leave the Boarding House.

School Uniform Policy

- The UISZ uniform policy is set for Year 1-10 students.
- There is no set uniform for Year 11 and 12, but students are expected to dress in a respectful manner, being mindful of the school as a learning institution.
- Inappropriate wording or slogans are not acceptable.
- Shorts or dress length must be maintained longer than the student's arm length.
- The full and correct school uniform is to be worn in its entirety (not in parts) all day, to and from school.
- All collared, buttoned white shirts must be worn completely buttoned, tucked in and worn with a correctly tied school tie.
- Polo shirts with the school logo can be worn loose.
- PE uniform is **compulsory** for all PE lessons.
- Students must change into and out of PE uniform before and after lessons.

- Students will change into and out of uniform in the changing rooms provided at the swimming pool.
- Students should **not** wear PE uniform in any other class aside from PE.
- If PE kit is lost, it must be replaced as soon as possible.
- It is advised that all uniform items are marked with student's name.

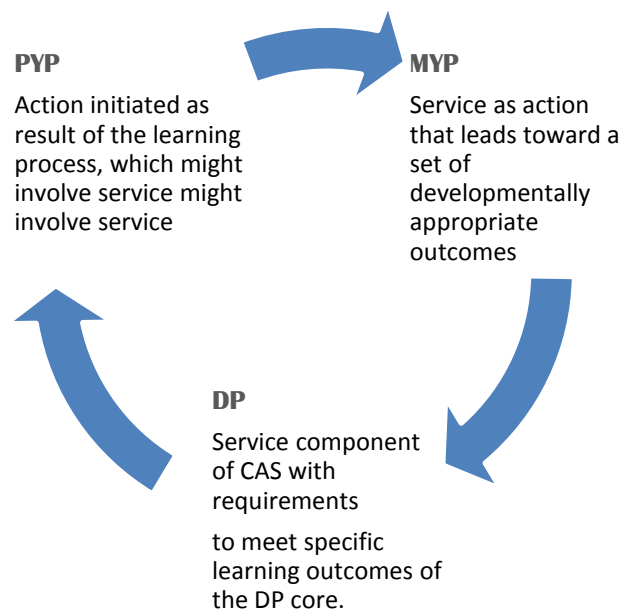
Use of School Facilities

- From time to time, it may happen that UISZ is approached by members of the general public for permission to use the facilities available at the school for tuition or sports/recreation coaching of students from either UISZ or the general public, either as a commercial exercise or as a community service.
- In such cases, authority must be obtained from the Head of School.
- If the application has been approved, the Head of Administrations will engage the applicant into a written agreement detailing conditions of use, liability and costs.
- In all cases, the person(s) wishing to utilise the school facilities must, in writing:
 - Accept liability for death or injury to any person, whether a student of UISZ or not, occasioned as a result of activities being conducted, whether through the negligence of UISZ or for any other reason.
 - Accept liability for any damage or loss of property, whether belonging to a student of UISZ or not, occasioned as a result of activities being conducted, whether through the negligence of UISZ or for any other reason.
 - Accept liability for any damage to any UISZ property that may occur as a result of activities being conducted on the school premises, whether through the negligence of UISZ or for any other reason.
- Furthermore, the person(s) wishing to utilise the school facilities, should supply the school with a written document, signed by the parent(s) or legal guardian(s) of the student or in the case of an adult, signed by themselves, an indemnity, indemnifying the school from any liability whatsoever, as a result of any death of or injury to such students or damage or loss of their property, whether occasioned by the negligence of UISZ or for any other reason.

Service Learning

- Service learning is a core element of IB programs and students must complete this component to successfully finish both the MYP and DP.
- In the MYP it is called Action for Service (AFS), in the Diploma Program it is called Creativity, Action and Service (CAS).
- Action (learning by doing and experiencing) is a key component in constructivist models of education, including the kind of teaching and learning common to all IB programs.
- Action in the IB Continuum continues across all three programs and is as an essential component of the learning process, both as part of the IB educational philosophy and as a practical outcome of students' learning.
- Through responsible action, tightly connected with sustained inquiry and critical reflection, students develop the attributes described by the IB learner profile.

- These are essential for success in future academic pursuits and becoming a responsible global citizen.
- The service as action continuum is summarized by the following diagram:



Security

- UISZC utilises a 24-hour security service with guards and closed circuit security cameras in the Boarding House.
- All visitors must register at the front gate, where they will be given a visitor's pass.
- Parents collecting their child/ren from Boarding must report to the Boarding Office so that a signed and chopped clearance form can be provided by the Head of Boarding or designate.
- A security guard will be stationed in the Boarding office each night from 10:30pm to monitor cameras.
- If staff members feel that the security staff members are not performing their duties or where they should be, staff members are to inform the Head of Boarding who will inform the Head of Administration.

Student Leadership

- Dragon House develops opportunities for student involvement in the areas of decision-making, building community, encouraging self-esteem and developing effective communication.
- One of the recognised ways of achieving such goals is by having selected students serve on the Boarding Students Council (BSC).
- The BSC is the main body of student leadership.

- Boarding Captains are replaced by Grade 11 students at the end of the term three as we recognise the pressure on Grade 12 IB Diploma students.
- This is a seamless transition owing to the close working relationship between these senior students.
- Members of the BSC are expected to demonstrate a leading role within the boarding house especially in terms of setting an example to the other boarders.
- The Council is responsible for organising events such as the monthly Birthday celebrations, Winterfest, running Dragon's Den assemblies on a weekly basis and organising any other fund-raising or social events which come up during the year.
- The Council is scheduled to meet every two weeks prior to a Dragon's Den meeting where they will report back on issues raised and progress being made on previous issues or social events.

Study and Seminar Rooms

- Dragon House is equipped with a number of study and seminar rooms:
 - Dragon 1,2 and 3 including access to music equipment for individual and group practice and tuition.
- Dragon 1, 2 and 3 are specially set up for small classes, meetings and tutorials.
- Three large common rooms for Secondary Boys, Secondary Girls (which doubles as a study area for the INSPIREd Program) and Primary students.
- A primary reading room for homework.

Solar

- The school's intranet filing, saving and sharing system is called *Solar*.
- Staff members each have an individual Solar folder for storing files.
- Students also have shared and individual Solar folders.
- The shared folders on student Solar can be a useful system for sharing resources by creating a class folder.
- Orientation for system familiarity will be provided to new staff during their New Staff Orientation Programme.

T

Technology and Mobile Devices

- Dragon House has effective Wi-Fi coverage providing internet access for the boarding community from 5am to 11pm daily.

- Given the school's locality and the need for many of our students to contact their parents on their return home, mobile ICT devices can be brought to the Boarding House.
- Mobile Phones for Primary students are kept with the Primary floor Supervisor and issued between 8pm and 9pm each night for the students to contact their parents.
- Primary boarders and lower secondary boarders in years 7-9 submit, for safe-keeping, their mobile phones, laptops and any personal entertainment devices 30 minutes prior to lights out. These items are checked in by Staff and secured until the following day at 8.00am.
- Year 10 students hand in their technology at 10:00pm.
- Year 11 and 12 boarders may keep their technology with them at all times.
- Boarders who do not bring a mobile phone with them but wish to call home, may use the school phone at the discretion of the relevant boarding staff.
- All those who bring a mobile phone to boarding and their parents must sign the Acceptable Use Policy as a contract. The understanding will be that they will have their phone or mobile device confiscated if they breach any of the conditions in the contract.
- Mobile Phones **may not be used:**
 - in study times and must be turned off or used at staff discretion.
 - after lights out.
 - during mealtimes.
 - during meetings.
 - to bully another person.
 - if they breach the privacy of another person.
 - for inappropriate email or internet.
 - to bring images of pornography or any other pictures to school.
 - to photograph, record or video another student or staff member without permission.
 - to video, record or photograph a boarding activity without permission.
- BE Staff must be provided with the boarder's mobile number.
- Students may not use another student's mobile phone inappropriately.
- Students should understand that phone chargers may be tested for electrical safety.
- Students should understand that boarding staff will confiscate their mobile phone if they are in breach of the contract.
- If a student has a mobile phone, he/she must be responsible for it and use it properly in a boarding environment. Parents and guardians are asked to support the BE staff on this issue.
- The school takes no responsibility for the loss, damage or theft of a boarder's mobile phone.
- Parents are asked to refrain from phoning their son or daughter during study or after lights out.
- The College has indicated that mobile phones are not to be taken to school during school hours.

Transport Arrangements

- The school provides transportation between set destinations in Hong Kong, Guangzhou, Dongguan and some surrounding areas and the school, for all boarding students.
- A schedule of the pickup and drop-off times is available from the school office upon request and parents will be informed of these times upon registering for transportation.

- A copy of the current schedule can be obtained by contacting Vicky Yang, vyang@uiszc.org.
- Normally, buses will travel to UISZ on Sunday evenings, arriving before 8.30pm which allows sufficient time for all boarders to settle in and prepare for school on the following day, prior to lights out.
- Buses return students to their homes or designated location on Friday afternoons leaving UISZ at 3.40pm, unless the school advises otherwise.
- Parents have the option of transporting their son/daughter to and from the Boarding House. However, it is appreciated if the Head of Boarding is informed of these arrangements.
- Any boarder that travels home in a private car requires a stamped *Student Sign Out Form* that has been signed by the Head of Boarding or his designate.
- Should parents wish to alter transport arrangements for their son/daughter, which may include boarders going on a different bus or to a different location, then written notification of these changes must be received by the Head of Boarding at least 48 hours in advance.
- Failure to provide a change in travel arrangements could result in boarders being placed on the normal transportation they would use.
- **In the event of an emergency, parents are asked to contact the Head of Boarding directly at Dragon House office on +86 20 82909222.**
- Each Friday morning, students take their packed bags they wish to take home for the weekend, to the Primary GP Common Room, where they are placed under specific Bus number labels.
- Each student bag must have a tag on it indicating the student's name, ID number, year level and bus number.
- Bus drivers collect these bags during Friday afternoon which means students do not have to return to the boarding house after school to collect luggage.
- Students who are going home by private car also place their bags in the designated spot in the Primary GP Common Room with Parents collecting the bags.
- At 3:30 cleaners will deliver any remaining bags to the Boarding House Office along with a sign out sheet where those collecting the bags sign for bags collected.

Transport Requests

- When staff require school transportation they must complete a *Transport Request Form* which is kept at the front office in the Secondary building.
- This request indicates date, time and place of pick up, destination and number of passengers.
- It also asks for return transport arrangements. At the bottom of the form is a box to indicate whether this is for school, business or private.
- If it is for school business, the Head of School, Head of Primary, Deputy Head of Secondary, Head of Administration or the Head of Boarding must sign that they have approved.
- Once staff return, the driver will ask said staff to sign a transport log to indicate that they have taken this particular trip.

Transition for Year 6 Students

- Following the April break, Grade 6 students start making the transition from Primary to Secondary by moving from the primary wing to their respective secondary wings in the boarding house.
- The aim is to assist the Grade 6 students in making the change from Primary to Secondary prior to the start of their start in Secondary.
- Wherever possible, the grade 6 students should be mixed in with either grade 7 or if necessary, grade 8 students.
- In May of each year, the grade 6 students receive all the rights and privileges of their secondary counterparts including later bedtimes, longer use of technology and not having to be escorted to meals.

Types of Boarding

- UISZ offers three options for boarding. These include:
- **7-day boarding**, where the students stay on campus on a full-time basis, apart from when they travel home for long weekends, holidays or on other occasions as requested by parents or guardians. 7-day boarders' outings at the weekends are arranged by 7-day boarders and the BE staff responsible for organizing weekend activities. Most outings occur on Saturdays – although outings on Friday evenings and Sundays are possible – and go to destinations in Zengcheng, Guangzhou, Dongguan or the surrounding countryside.
- **5 day boarding**, where students normally arrive at Dragon House on Sunday evening travelling by school-provided transportation or private car. The expectation is that all students arrive between 7pm and 8.30pm. Some boarders, especially those in Primary, arrive for school on Monday morning and, thus, only stay in Dragon House for 4 nights. All 5 day boarders normally leave directly after school on Friday afternoon, again either by school provided transport or private car.
- **Flexi-boarding** allows for day students to stay on a nightly basis or existing 5-day boarders to stay during the weekends. This allows them the opportunity to stay overnight to attend tutorials, be at school for an early departure on a field trip or school-related activity, or to stay with fellow 7-day boarders at the weekend. Parents who are travelling can also avail themselves of this option to ensure their children are looked after during their absence. Prior to staying in Dragon House as a flexi boarder, a *Flexi-Boarding Form* must be completed and handed into the Head of Boarding at least 48 hours before the requested stay. A copy of this form can be found in the BE Admin Office.

Tutorials and Curriculum Support as part of INSPIREd

- Recognising that every boarder has individual strengths and is a unique learner, we aim to support them to achieve excellence in their fields of interest.

- All primary boarders have a study and CCA session equally divided, on Mondays – Thursdays, 6.15-7.45pm
- All secondary students have mandated study in Dragon House on Monday and Thursday afternoons, 5.10 to 6.55 prior to dinner. Furthermore, senior boarders (years 10-12) attend compulsory academic tutorials from Monday to Thursday in the secondary school building during the set time, 7.00 to 8.30pm. Junior boarders (years 7-9) attend study sessions in Dragon House from 7.00-7.45pm followed by various CCA sessions from 7.45-8.30pm on Monday through Thursday.
- An attendance roll is taken at every evening session by teaching and boarding staff on duty and is recorded on REACH. Staff can and must record notes about any students of concern and students who show excellent commitment during each session.

V

Visitors

- Students wishing to bring guests to Dragon House must have permission from the Head of Boarding to do so, at least one day before the planned visit.
- If visitors wish to stay overnight on campus they must first apply to the Residence Manager for permission to do so.
- As a general rule, parents are not permitted to stay overnight in the boarding house and other guests, unless they are staying in one of the UISZC staff member's apartments, will be required to stay in the guest room in Phoenix House rather than in Dragon House unless given permission by the Head of School.
- While on school property, all visitors must follow the school and Boarding House rules and demonstrate respect for other students, teachers, school personnel and property.
- Visitors who do not follow the above expectations will be asked to leave immediately.

W

Weekend Boarding Program

- Our Boarding House offers 7-day boarding to all students at UISZC.
- Students must confirm weekend boarding or submit their flexi boarding forms to HoB by the Tuesday evening prior to the weekend of intended stay (72 hours in advance) to allow for adequate food to be ordered and delivered for weekend meals.

- This requirement is also important to enable boarding staff on duty for the weekend, especially Saturday's when an outing usually occurs, to plan the outing planned for that weekend.
- If 7-day boarders are not staying the weekend, their parents or guardians must contact HoB by phone or email as early as possible, to avoid extra food being ordered and wasted.
- If 7-day boarders are staying with a family other than their own, written permission from both the student's parents and the parents of the family they intend to stay with, must be received by the HoB at least 48 hours ahead of time (i.e. by Wednesday evening).

Outings

- Weekend outings, at no extra cost to the students, are also scheduled, generally for Saturdays.
- Outings will be a combination of educational experiences (trips to museums, trekking, et al) and leisure activities (bowling, cinema).
- Certain outings may be very basic and include only a meal and a shopping trip to a local area to allow 7-day boarders to purchase personal essentials, such as toiletries.
- However, students may wish to bring pocket money if they wish to buy any kind of snacks.
- A full record of the outing which includes a full risk assessment must be prepared prior to the weekend and approved of by the Head of Boarding.
- It is important that the Boarding Assistant arranges the necessary transportation and insurance by Thursday of each week for the outing.
- Upon completion of the outing, boarding weekend co-ordinator will prepare a full outline of the venue, details about costs, travel times, necessary items to bring, meals and photographs where possible.
- This information is to be stored on Solar under *Boarding*.

Homework

- Students also have scheduled homework sessions during the weekend, but they are not limited just to these times.
- During scheduled homework hours, students may choose to do homework in one of the study rooms downstairs, where tuition may be arranged in consultation with on-site staff.
- During other free time, students are free to do homework in their rooms.

Free Time

- Students have a great deal of free time on the weekends.
- Staff on duty will organise and offer a variety of activities for students to take part in during this time.
- Students are encouraged to take part in these organised activities.
- Although students have the option to take part in such activities, if supervision becomes an issue, students may be requested to accompany the entire group and either watch or bring something constructive to work on while other students participate.
- Students may be required to prepare or cook their own food and must clean up after themselves or wash and iron their own laundry.
- Additional activities may also be offered, based on staff skills and student request (baking, sewing, manners and etiquette).

Meals

- Students prepare their own breakfast in the 7-day boarder kitchen.
- Twice during the weekend our campus chef comes in to prepare full, well-balanced meals (often dinner).
- Adequate food is ordered earlier on in the week for staff and students to work together to prepare the other meals to their satisfaction.
- All students are expected to eat together during the weekends.

Wellbeing for Boarders

- The Boarding Wellbeing Program is part of the **INSPIREdBoarding@UISZ** Program (IBP).
- The objective of the UISZ Wellbeing Program is to enable members of our school community to live in physical, intellectual and emotional harmony preparing them for a sustainable future.
- We aim to:
 - encourage students to be balanced, engaging in the arts, creativity, sports and outdoor activities
 - recognize the social and emotional dimensions of each individual student and the importance of reflection and sustainable wellbeing
 - recognize that we live in social groups, both locally and globally networked
 - prepare students through an academic program in a diverse international context that inspires them to have confidence and compassion, and how to communicate effectively
 - inspire a sense of wonder and optimism and prepare students to be global citizens and to make a positive contribution to improving the world in which we live
 - develop a community of engaged, involved, enthusiastic lifelong learners who will be well equipped for the future challenges of the globalized world.
- Wellbeing is addressed within each section of the school according to developmental needs of various age groups. The school's Wellbeing Committee ensures that the wellbeing of staff is supported within the school.

Wellbeing Meetings

- A scheduled meeting occurs on a weekly basis between members of the school and the Boarding House to discuss students of concern. Typically there are two separate meetings:
 - Secondary – involving the Secondary Floor Supervisors (if needed), the Head of Boarding, Senior Head of House from School and the Student Welfare Co-ordinator.
 - Primary – involving the Primary Floor Supervisor, Primary House Parent, Head of Boarding, Head of Primary and the Student Welfare Co-ordinator.

Welcome Pack

A welcome pack is given to all new boarders upon arriving in Dragon House.

What to Bring

The following is a guideline and contains all the necessities that students need to bring with them:

- **Bedding:** The school provides all bedding but students may want to personalise their bedding or bring an extra blanket during the colder seasons or, simply, for comfort.
- **Towels:** At least two, clearly marked with the student's name to prevent accidental switching with others in the bathroom.
- **Toiletries:** The essentials include: shampoo, conditioner, soap, toothpaste, deodorant, brush, comb and flannel. The Boarding House does not provide hairdryers so students are asked to bring their own, if required.
- **Alarm clock:** Optional as boarding staff perform wake-up calls daily.
- **Computer:** Year 5 and 6 students and all secondary students may bring their own laptops. While there may be access to limited computers throughout the Boarding House, it is more convenient for students to work on their own device.
- **Headphones:** Useful for students to enjoy their music and movies without disturbing other students.
- **Clothing:** Students need to dress for the season and always have, at least, five changes of clothes for each week. Students should be prepared for unusual weather. A raincoat and an umbrella will be needed at all times throughout the year. Students should bring warmer clothes that can be worn in layers for the colder seasons. Mosquitoes can be a nuisance during the warmer weather so students should have clothes that will cover them fully; long and loose if possible. Sports clothes and footwear are essential throughout the school year. Secondary students are required to change before going to dinner each evening.
- **Primary Uniform:** All Primary students must wear the uniform each day and need to bring at least three sets each week which will allow for two dirty sets to be washed. During the winter months, extra layers may be worn underneath the uniform.
- **Laundry bag:** Students will need one that can hold several days' laundry and that the clothes can be washed in. Laundry bags may be washed in large machines with other bags so it is important that the clothes remain in the laundry bag and can still be washed effectively. Laundry Bags are available from the Dragon House Shop
- **Back pack:** Good for weekend trips home or short overnight field trips.
- **School supplies:** Students should be prepared with the basics: notebooks, pens, pencils and other necessary stationary.
- **Sewing kit:** Just something small. Students do not have to be highly proficient but should be able to fix a button or small hole.
- **Torch:** We occasionally have power cuts so a small torch is always handy.
- **Room decorations:** Students may personalise their room with posters, family photos and their own work.
- **Water bottle:** As UISZ is in a warm climate, water bottles are necessary to keep students hydrated during warmer months and during the evening for teeth cleaning and after lights out. Bottles can be refilled from water coolers around the campus.

Withdrawal of a Student

- Parents withdrawing students from the school are required to give notice, in writing, to the Head of Admissions of their intention.
- The Head of Admissions shall inform the Finance Department and the appropriate Heads of Section.

- Teaching staff will then be informed, and given any specific information which may be appropriate.

[Updated and Reviewed 07 August 2018]