Keystone Academy
RESIDENTIAL LIFE HANDBOOK
2021-2022

Keystone Mission

Keystone Academy is a new model of education in China. It blends distinctive traditions in eastern, western, and international education, creating a new world school with a liberal arts program that is academically outstanding. All our endeavors are framed by five shared Confucian values: compassion, justice, respect, wisdom and honesty.

At Keystone, we embrace a world that is dynamic and ever-changing. We learn from and we learn for this enterprising, global, and diverse community.

Our keystones are:

- bilingual immersion in Chinese and English;
- building character and community throughout our residential setting;
- promoting Chinese culture and identity in a world context.

Our ambition is to share successes generously and to learn from failures bravely, to open our doors to many, and to engage fully with the world of education, and the world at large, beyond our gates.

Our students are hungry for opportunity, bold in their thinking, and creative in their instincts. They are encouraged to become expansive in their dreaming, determined in their actions, collaborative in their teamwork, and humble in their achievement. They learn to be stewards of the environment and to be at ease with otherness.

Our teachers are passionate about learning, rigorous in their standards, and inspirational in their methods. They are respectful listeners, attentive caregivers, interrogative thinkers, compassionate mentors, and world-minded citizens.

Our graduates will possess the intellectual, cultural, and ecological fluency to navigate gracefully the colleges, careers, and communities of their choice. They will know how to apply their emotional intelligence, character, and zest for learning to help develop and improve the communities in which they live.

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Keystone Shared Values

Each member of the Keystone Academy community—parents, students, teaching and support staff—is expected to act in ways that show respect, compassion and consideration for others and to provide a safe and healthy learning environment for all. Membership in the Keystone Academy community offers unique privileges and also implies shared responsibility. In an atmosphere where safety, trust and belonging are our goals, we create a strong community partnership through a collective sense of values and traditions. All community members affirm the Five Traditional Virtues, and these core principles provide the foundation for our behavior and interactions.

Ren 仁 Compassion

Individuals are not completely autonomous; we are social beings who derive identity from our interactions with each other. We recognize the interdependence of communities and cultures. We act with kindness, understanding and empathy in our relationships with others. We value the quality of our connections, and care for the emotional, physical and spiritual health of self and those around us. We act with a generous spirit and make a positive difference in the communities in which we live and learn.

Yi 义 Justice

We act rationally and fulfill our responsibilities courageously and with determination, steadfast in our integrity and sense of balance. We resolutely uphold justice for all. We are compassionate stewards of our community, of humankind, and of our world ecology.

Li 礼 Respect

We value the norms and expectations for social behavior in our community and beyond. We base our interactions and relationships on respect, reverence, equality and a desire to serve and better understand each other. We possess a sense of duty and compassion towards family, community and our ever-changing world.

Zhi 智 Wisdom

We accept the wisdom of others while diligently pursuing personal enrichment and knowledge. Wisdom guides us to make the right decisions in life. We use intuition, intelligence and reflection to seek higher meaning and we employ our introspective abilities to understand the human heart and condition. We carry forth our knowledge to lead and serve in ways that benefit the common good.

Xin 信 Honesty

Honesty and trust are the building blocks of every community. We rely on good intentions, the honoring of commitments and authenticity in each and every interaction. Our community members tell the truth, act with integrity and live up to the highest of expectations. We will be self-governing, accept responsibility for our actions and lead by example.

Welcome from Residential Life Office

We extend a warm welcome, to new and continuing faculty, to the residential life program at Keystone Academy. Our program is a blend of Chinese and Western traditions and philosophies in which we place the precepts of honor, integrity, service and leadership at the heart of our residential community. Our students learn to live with a roommate, build independence and resilience, and practice authentic leadership and service.

The residential life program is an extension of the day's learning, with academic teachers serving as the adult parent team. Our Dorm Parents offer guidance and support, as well as cookies and pizza! They, and all faculty living on campus, lead weekend explorations. Our dorm proctor student leaders support the work of the dormitory staff and plan and lead community-based celebrations and activities and moments of celebration.

Community is the central focus of the residential program, and each floor has its own unique ethos and program. Residential life at Keystone seeks to develop young men and women of character who can navigate the world with grace and confidence. Our shared values inform our work and social interaction.

Please refer to this handbook for guidance and answers to your questions. Enjoy the unique journey of community living!

Best Regards,

Residential Life Office
Amanda Shen, Director of Residential Life- Middle School
Nehemiah Olwande, Director of Residential Life- High School

Keystone Residential Life Curriculum Overview

Foundation–Building Character and Community

Character development is the responsibility of each member of our community–teachers, support staff, students and parents–and an important extension of the residential life program. The Keystone Academy residential life curriculum instills values such as hard work, independence, initiative, leadership, integrity, and an appreciation of play and connection. Further, the Keystone Academy residential program develops in our students the skills of self-reliance, problem solving, service, and compassion for all sentient beings. We appreciate diversity and celebrate all cultures and traditions with an emphasis on our host country, China. The school's five Shared Values inform both formal and informal residential life learning modules and are a key factor in the development and implementation of the residential curriculum.

The residential curriculum is transmitted through a deliberate and thoughtful program consisting of residential life floor meetings, lesson plans and learning modules, speakers, dorm council presentations, and panel discussions, as well as more informal community moments of fun and relaxation. Many components of the residential life curriculum are reinforced during the academic day in advisory sessions, morning meetings, and in classes. Weekly residential life meetings are planned by Dorm Parents and dorm proctors based on identified needs and are differentiated as needed by floor.

The curriculum answers the question, ***"What do we want Keystone students to learn and become as a result of living in our residential community?"***

The residential life curriculum consists of two primary foundations–***Character and Community.*** Within each foundation, a series of "pillars" comprise the skills, concepts and goals of the curriculum. The curriculum is sequential in nature and designed to be developmentally appropriate as students transition from middle to high school. Middle school boarding students are carefully guided through the first pillar of the curriculum ***"Learning for Life,"*** and the high school boarding students continue their residential life studies in the second pillar ***"Leadership and Legacy."*** Each Dorm Head works with their team to develop a dormitory strategic plan in which the development of a true community is paramount.

Each month, mandatory hall meetings are held on most Monday evenings and a major curricular objective is introduced, reinforced, or examined in a thoughtful, contextual manner. Students participate in group discussions, role plays, and games. Hall meetings also address immediate hallway-related issues of communal living such as teamwork, dorm cleanliness, getting along with others and rules and expectations. Monthly seminars focus on key areas of interest, such as preparedness for college life, healthy relationships, body image, and more.

Twice each year, boarding students complete a self-reflection in which they consider their contributions and progress to our second keystone, building character and community throughout our residential setting. Dorm Parents also assess student progress in this area of student life.

Community Dinners

As a community, adults and students gather together on occasional evenings for a communal, family-style dinner. These community dinners reinforce our family atmosphere and promote community and internationalism. Adults model good table manners and decorum during the meal, while students are encouraged to engage in polite, lively and engaging conversation. Community dinners may be held by floor or for a particular interest. Theme and objectives for these dinners are quite varied, and could be student or faculty intitated. Students or faculty who have an idea for a community dinner are encouraged to work with the Student Life Office to offer the dinner to our community.

Weekends

An extensive and vibrant weekend program brings the entire community together for spirit events, friendly competitions, excursions, community service, and relaxation. Students provide direction and feedback in the planning of the weekend and evening programs, and employ authentic leadership in its implementation through student-led service and activity planning.

Dormitory Staff

While all teachers at Keystone take some level of responsibility for our boarding students, it is the primary responsibility of those who live in residence with the students to make sure they are well cared for and thriving in the dormitory. Keystone students are cared for by a warm and well-trained dormitory team. These adults serve as role models and provide genuine affirmation and guidance to our students. Dorm Parents are the first point of contact in a boarding student's life, serving in a parental role and creating a home-away-from-home during the academic year. They also work to cultivate a wholesome living environment. Dorm Parents may open their homes for cookies and cocoa, or provide help in sewing on a loose button.

The dormitories are homey, vibrant and safe spaces in which to work, play and live. Dorm Parents and associated residential staff live on each floor of the residential tower and provide supervision and counsel, and are available for emergencies and after-hours situations that need immediate attention. Additional teachers monitor the hall during evenings and weekends in order to ensure a safe and productive atmosphere for work and play. Dorm teams work closely to provide personalized attention to each resident student. All are encouraged to attend dormitory social events and floor meetings. The dormitory team is instrumental in helping create a positive sense of place in the dormitory. Student proctors assist the dormitory staff in maintaining the smooth running of the hallways.

Each dorm floor has five Dorm Parents, who are responsible for one "duty night" per week, Sunday through Thursday. Weekends are covered by the weekend duty crew. All Dorm Parents also attend Monday dorm meetings as well as other special floor events.

Weekend Program

Weekends at Keystone are meant to be a time for relaxation, community bonding, and exploration. Together with their on-duty teachers, students may elect to attend field trips to Beijing cultural sites, shop at a local shopping center, hike in the hills or at The Great Wall, attend a play or concert, enjoy a spirited intramural game, swim in the pool, or perform meaningful service at a local community agency. A sign-up system allows students to decide in advance what weekend trips they would like to join. Teachers serve as chaperones on all trips.

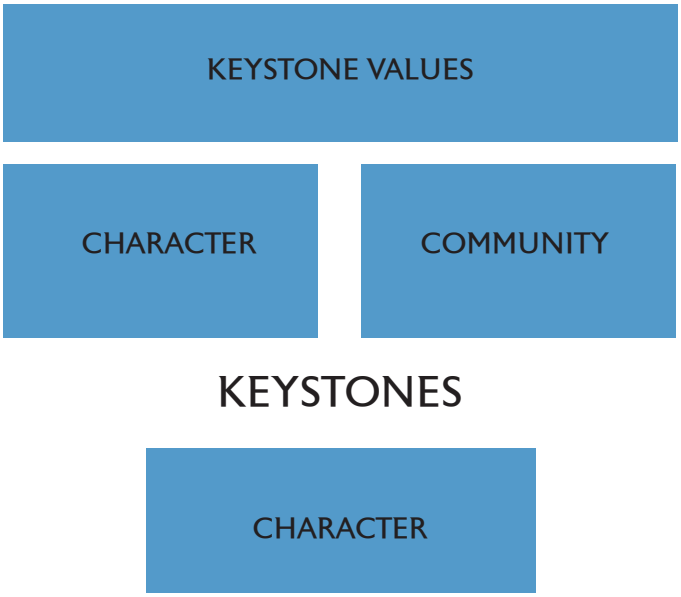
Additionally, each weekend includes several fun activities for those students who choose to remain on campus. Activities might include movie and popcorn nights, talent shows, karaoke, baking or Top Chef cooking competitions, arts, games, parties, sports tournaments such as table tennis or basketball, bingo, open swim time and more. Campus facilities are open and supervised on the weekends, including the art space, music practice rooms, the gym, and the library.

The weekend schedule is posted by Wednesday of each week and contains a comprehensive schedule of the weekend offerings. A few weekends throughout the year will be designated as "campus weekends," whereby all boarders are required to remain on campus in order to participate in special events of a bonding nature, such as House competitions or dances.

Student Weekend Requirements

In order to pass the Keystone Diploma requirements, students must show evidence of contributing to the community. Consequently, all boarders MUST stay on campus for four half weekends or two full weekends per semester (Friday to Saturday or Saturday to Sunday). During this time, they must attend at least two weekend activities. Students who sign up for activities but do not attend will have consequences, which may include paying for the costs involved with the trip or detention.

Keystone Residential Life Curriculum



Essential Questions:

- How and where do I fit in the Keystone community?
- What personal contributions can I make to the school community?
- What personal qualities do I exhibit that make me a contributing, positive member of the dorm?

Learning Objectives:

- Introduction to dormitory life–room cleanliness, laundry, boundaries, policies, physical needs, meeting commitments, living cooperatively with others, communal living
- Fire and safety–readiness and drills
- Assimilation issues and transition to middle and/or high school
- Homesickness strategies and coping mechanisms
- Effective study habits–note taking, organization, prioritizing, daily planner use, limiting screen time
- Accepting responsibility for one's actions
- Living with a roommate–compromise, cleanliness, tolerance, respect
- Healthy living and the development of a sustainable lifestyle–proper nutrition, sleep, and exercise
- Developing self-reliance and competence in personal and social settings
- Personal Wellness–recognize and understand personal needs (i.e. physical, emotional, social, spiritual, mental), and do what is necessary to maintain optimal well-being
- Time Management–plan and carrying out one's activities in relation to available time, priority of tasks to be performed and prearranged deadlines

- Identify self as separate from others–identify and reflect on values, beliefs, emotions, strengths, weaknesses, purpose, needs, and interests as a holistic being

- Goal-Setting and Planning–review, reflect and establish realistic and achievable objectives based on individual needs, interests, values, and beliefs. Develop and implement action steps to achieve the desired results, monitoring progress towards goals, and making necessary changes

- Ethical Decision-making–the process of making responsible choices regarding personal and group behaviors. Weighing the pros and cons of options, recognizing potential consequences, evaluating the effectiveness of the choice, and making necessary changes

- Positive Risk-taking–the ability to distinguish between a hazardous situation that may adversely affect the well-being of a person, and situations which promote innovation, creativity, and growth. Positive Risk-taking requires the courage to venture into learning experiences that may produce uncertain results

- Stress management techniques

- Interpret, obtain and understand basic health information and services in order to make healthy decisions

- Leadership Readiness and Training–leadership training, assuming more responsibility for self and others

- Peer Pressure–both positive and negative, and how it effects self and others

- Enhancing respect for self, others, and property–developing a personal honor code

- Technology and Responsibility–safety on the internet and in the use of technology

- Character–developing individual strength of character, understanding of others and empathy

- Preparedness to function confidently and competently in life away from home

- Life skills–sewing, cooking, baking, laundry, personal hygiene, environmental cleanliness

- Effective communication and listening skills

- Healthy relationships

- Compassion, Justice, Respect, Wisdom and Honesty inform all actions and decisions

- Preparation for college life, developing well-rounded citizens

- Development of the ideal Keystone graduate

Essential Questions:

- What type of community do we strive for at Keystone?
- How are individual differences and diversity appreciated and celebrated at Keystone?
- How does the community manifest the five traditional virtues in daily life and communal living?

Learning Objectives:

- Respecting differences in others and self, appreciating cultural diversity
- Monthly themed dormitory events centered on the Five Traditional Values
- Participation in and formation of dorm "mission" and norms
- Care and maintenance of common spaces, dorm chores, committees, projects
- Celebration of and pride in house and dormitory affiliations, group goal setting
- Leadership Opportunities–lead by example, leadership inventory
- Active participation in community life, weekend events, committee work and service to others
- Group community efforts in sustainable practices
- Compromise and conflict-mediation training
- Communication and listening skills
- Reinforcement of cooperation, humility, unity and the ability to work well in a group
- Working through moral and social dilemmas in the dorm in order to build empathy and greater understanding
- Sustainability and Energy Conservation–recycling, minimizing dorm footprint on the environment
- Bullying–cyber and real-time bullying
- Healthy Relationships–develop meaningful relationships with peers and adult role models
- Self versus group–fitting in, compromise
- Celebration of cultural traditions, highlighting Chinese culture, holidays, and history
- Inclusion
- Developing the ideal Keystone community

A weekly and monthly set of residential life lesson plans are developed by Dorm Parents each month. All dormitory adults are required to attend weekly floor meetings at 6:30pm.

Residential Life Activities

The weekend program is in keeping with the values that we cherish as a community. Thoughtful planning ensures a mix of active, reflective, and service-based offerings. Teachers plan, chaperone and lead weekend trips and activities. Weekends and evenings are centered on activities that incorporate holidays and other themes. Activities include:

- Physical Fitness and Wellness–Street Dance, Yoga, Ultimate Frisbee, Outdoor Games, Open Gym, Pool, etc.
- House-based Competitions.
- Arts and Crafts–painting, sewing, knitting, group art projects, etc.
- Games–board games, card games, mind games, trivia, team games, charades, bingo, etc.
- Intellectual/Creative Activities–debate, speech challenges, library visits, creative writing, reading, author visits, museum trips, etc.
- Entertainment–open mic night, documentaries, movies, improv presentations, cinema, etc.
- Performing Arts–music, instrument playing, dance lessons, drama/improv, talent show, outside entertainment and performers, etc.
- Cooking–baking, Top Chef challenges, etc.
- Relaxation and Leisure–quiet reading time and meditation.
- Diversity Awareness–international celebrations, holiday themes.
- Service Projects–orphanages, literacy, animal shelters, toy drives, migrant schools.
- Weekend Excursions–museums, local sites, outdoor adventures, shopping, service, concerts, plays, etc.

Facilities

Students may access the gym and fitness center in groups of three only, or under adult supervision. Spaces within the school which are considered "closed" are also closed to residential students. For example, the primary gallery closes at 5:30 every school day. While we are a residential campus, we must remember that certain areas of the school do close each day and are then not accessible to students.

Student Leadership Opportunities

A careful election/selection process is held each year to afford qualified students from grades 9-12 the opportunity to lead in the dorm as dorm proctors. Proctors work closely with residential life staff to help create a homey and safe atmosphere for our boarding students.

Dorm proctors meet weekly with the Directors of Residential Life in order to plan residential life programming and to communicate any issues and concerns that affect the hallways. Two selected heads, a boy and a girl, lead the dorm council.

Duties of Student Proctors:

- Serve as role model and key resource in the dorm for all residents.
- Serve as "peer counselor" in conflict resolution, roommate issues, homesickness, etc.
- Conduct 7pm dorm check-in, supervise phone turn-in with the teacher on duty, conduct room inspections.
- Conduct 10pm dorm check-in with the teacher on duty.
- Work closely with Dorm Heads concerning student issues.
- Plan for dorm themes and decorate doors and hallways.
- Assist with dorm move-in and opening day activities.
- Assist with the planning of orientation weekend/week activities.
- Meet weekly with Dorm Heads and conduct weekly dorm meetings.
- Plan dorm parties, gatherings, games, birthdays, and bonding activities.
- Sit in on dorm proctor election/selection interview panels.
- Attend dorm council meetings.
- Be on-call in case a teacher is running late for weekday duty.
- Assist in recycling/energy conservation efforts.
- Assist Dorm Head in meeting residential life mission—creating a "home away from home".
- Attend weekly dorm council meetings for leadership training and planning.

Essential Duties and Responsibilities of Dorm Heads and Dorm Parents

Adult Leadership: Dorm Heads and Dorm Parents

The Dorm Heads and Dorm Parents assist Directors of Residential Life and Dean of Students in developing, implementing, and overseeing all aspects of the residential program. The Dorm Heads and parents are carefully selected and placed in the dorms in order to create a supportive, family-like atmosphere. Dorm Heads are assisted by the other dormitory faculty living on each hall, the Health Center and counseling staff, and school administrators.

The Dorm Heads and Dorm Parents are responsible for creating a comfortable, safe atmosphere in the dorms. As the dorms are the seat of community in a boarding environment, dorm personnel are instrumental in both defining the nature of, and setting a tone conducive to, building a healthy community.

Dorm Heads

The role of Dorm Head requires that many job responsibilities are scheduled in the afternoons, evenings, and on weekends. The Dorm Head is responsible for and does the following:

- Counsels students when appropriate and maintains a high degree of visibility within the dormitory.
- Provides a communicative link to students and their parents.
- Trains and cares for dorm proctors.
- Manages, assists, and counsels dormitory faculty, and holds regular meetings of the faculty dormitory group and the student residents.
- Educates students on dorm and school rules, and trains students on the proper use of passes for signing in and out.
- Supports dormitory faculty in the event of minor disciplinary situations and regularly updates Directors of Residential Life about student behavior in the dorm.
- Manages the budget for dorm-related events and activities.
- Attends dorm council meetings (once a week), and supports events sponsored by the dorm council.
* Responds to after hours emergencies and fire drills.
- Performs other duties as specified by the Directors of Residential Life and assists other Dorm Heads as needed.

Dorm Parents

The residential life Dorm Parent team assists in developing, implementing, and overseeing all aspects of the residential program. They are carefully selected and placed in the dorms in order to create a supportive, family-like atmosphere.

The Dorm Heads and Dorm Parents are responsible for supporting students with their academics and providing pastoral care. Along with student dorm proctors, they provide and maintain a comfortable, safe, and friendly atmosphere in the dorms. They are instrumental in defining the tone conducive to building a healthy and robust dorm environment that builds community and character.

Essential Dorm Parent Duties:

- Maintains a high degree of visibility in the dorm; counsels students when appropriate
- Provides sense of family and parenting to boarders; organizes dormitory gatherings with dorm proctors
- Provides a communication link to students and their parents
- Takes time to know and care for students; is a listening ear
- Cares for and advises dorm proctors
- Instructs and manages school and dorm policies with dormitory students
- Maintains evening dorm logs and updates Directors of Residential Life on issues and student concerns
- Supervises online weekend passes on Wednesday nights
- Attends weekly dorm team meeting on Mondays and student dormitory meeting
- Supports dormitory events
- Understands and follows dormitory procedures (room check, supervision, lights out, pastoral care, policies, etc.)
- Is on call and responsive to late night emergencies and medical issues
- Performs weekend evening check-in on a rotating basis
- Contacts facilities for any housekeeping or maintenance issues
- Writes residential life reports for cluster students
- Serves as a dorm cluster parent. Major pastoral care expectation is a full "check-in" with cluster members
- Perform other duties as assigned.

The Dorm Parent understands fully and supports enthusiastically the mission and purpose of the Academy, both in talking and writing, and models the behavior and attitudes that build community, courtesy, and compassion in our educational society.

Reporting:
Dorm Parents report to the Dorm Head and Directors of Residential Life.

Tenure:
Dorm Parents are appointed for an initial period of two years. After each two-year period, the position will be opened to new applicants and the current Dorm Parents/Heads may re-apply.

Compensation:
Dorm Parent is a position that receives a yearly stipend and no course reduction.

Floor Ethos and Aesthetics

Dorm Head and Dorm Parents create floor identity informed by Keystone's mission and shared values, and display physical reminders of our mission and values. Dorm Heads are expected to use the physical space of the floor to create and display evidence of community building. This could include photographs, decorations, furniture arrangements, etc.

Dorm Heads are responsible for communicating important school information to dorm residents. This can include e-mails, posters, face-to-face meetings and bulletin boards.

Weekday Supervision for Residential Life Faculty

The primary purpose of weekday evening supervision is to assist students in completing their homework and projects, and maintaining an environment conducive to study. Residential faculty should also use this time to get to know the students and provide a safe and supportive home-like environment. Students must check in for breakfast Monday through Friday from 7:15 to7:45am.

A Sample Evening Schedule:

TIME	SUN, TUES–THURS NIGHTS	TIME	MONDAY NIGHTS
5:30-7pm	Dinner	5:30-7pm	Dinner
7pm	Dorm Check in, room inspection	7pm	Dorm Check in, room inspection Dorm Floor Meetings
7:00-9:30pm	Study Hours / Homework Hub	7:30-9:30pm	Study Hours / Homework Hub
9:30pm	Evening Dorm Check in	9:30pm	Evening Dorm Check in
9:30-10pm	Study Break	9:30-10pm	Study Break
10:00-10:30pm	Lights Out	10:00-10:30pm	Lights Out

General responsibilities of evening supervision are as follows:

Arrive for evening duty in dorms on time at 7pm (Library, Academic Labs, Study Hall staff arrive 7:20pm).

If you are supervising dorm areas, please:

- Turn on two-way radio and make contact with duty team.
- Ensure that no parents are in the dorms after 7pm (after 8 pm on Sundays).
- Complete room inspection for all rooms on the hallway between 7pm and 7:30pm. Record findings in dorm log.
- Have face-to-face check-in with each student by 7:15pm. Establishing contact with each student is crucial. You must physically see and speak to each student.
- Ensure students place cell phones in yellow pockets at 7pm to reduce distraction during study hours.
- Ensure that work crews are supervised and completed (see next page for more information on work crews).
- Establish quiet in the dorm by 7:25pm.
- Make sure that there is a new sign out sheet on the clipboard.
- Sign all passes to library and make sure students have signed out and in properly.
- Students who need to complete a group project must do so in the library or common room.
- Begin your Duty Log (Go to: Secondary School Teams/0-Residential Life/Dorm Log tab) and comment on the following:
    - Absences
    - Room inspection
    - Missing Breakfast
    - Student Observation
    - Floor visitors
    - Dorm Exit passes
    - Late with technology
    - Lights out failures
- Establish your presence in the hallway by walking through the dorm often; make regular contact with students. Avoid remaining in any room for long since this may distract students from studying and may keep other students from finding you.
- Study hall begins at 7:30pm and should be used only for Keystone academics or co-curricular programming. This guideline applies to online commitments as well as those that take students off-campus.
- Study hall concludes at 9:30 pm. All students should stay on their floors after 9:30 pm. Student are encouraged to interact with their floormates after study hall.
- Ensure all student technology devices are turned in by the required times, and students are in bed with lights out as required.*

G7
9:45pm - Tech hand in
10:00pm – Lights out

G8-9
10:00pm - Tech hand in
10:15pm – Lights out

G10-11
10:15 – Tech turn in
10:30 – Lights out

G12
10:30- Tech turn in according to privileges
No lights out

*Technology privileges come into effect in second semester as decided by Dorm Heads.

- The network is shut down during the week after lights out and is turned back on at 6am. The network is also down at midnight on Friday and Saturday evenings. Additionally, students may not play video games to excess on the weekends.
- Conduct face-to-face check-in at 9:45pm for grade 7, at 10:00 pm for grades 8-9, and at 10:30pm for grades 10-12.
- Complete and submit your duty log at the end of your shift.
- Weeknight duty ends around 11 PM or after your final check of lights out.

Work Crews and Dorm Chores

Work crews and dorm chore assignments are to be completed by lights out on the evening they are assigned. The Residential Life office posts the names of students with work crews and makes this available to students and Dorm Parents. Starting at 7pm Dorm Parents on duty circulate through the dorm area and remind students of their impending work crews and assign tasks.

Dorm Parents should be prepared to manage work crews, provide workers with the proper cleaning equipment, and oversee the completion of each task. Of special note, students who fail room inspection on a particular day are required to clean their own room in addition to completing that night's work crew. They are also not allowed to leave the dorm for student hours, Academic Labs or for social events. Unfinished or shabbily completed work should be noted in the duty log and a new and more exciting work crew should be assigned for the following evening!

Room Inspection Criteria

All rooms are to be checked for cleanliness Sunday-Thursday evenings. Please note room inspections in the duty log. A room will receive a "pass" or "fail" based on the following criteria:

- Bed made
- Desk and bookshelves tidy
- Trash emptied
- Floor clean of debris
- Clothes and shoes in closet, suitcases unpacked and stored on patios
- Electronics/lights turned off for energy conservation

A student who fails room inspection must clean his or her room by 7:30pm. When inspecting rooms, be sure to check for items that are not permitted. Students are not allowed to have televisions, single use water bottles, soda, air conditioners, space heaters, microwave ovens, toasters, popcorn poppers, rice cookers, irons, or similar appliances in their rooms. If found, remove these items and give them to the Dorm Head with a note by the next day. Please put details in your duty log entry. Student furniture and décor should also be regularly observed. If a duty faculty member finds a poster or computer screensaver offensive or concerning, he or she should ask the student to remove it and note this in the duty log. Highly caffeinated drinks such as Red Bull and soda are not permitted and should be removed.

Individual Quiet Study

During study hours, duty faculty should take frequent walks through all dormitory areas, including student rooms and the lounge. Frequent contact with students engaged in study provides valuable information for duty log entries and helps to give students direction. Similarly, contact after check-in ensures that all students are making preparations for bedtime and lights out. Check with each student in the dormitory at least twice, if not more, during the evening. If students are not in their rooms, ensure that they have signed out properly and follow up with them upon return to the dorm.

Students should leave their doors open during evening study. Students should not be doing laundry, cooking or showering during study hours. They may listen to music with headphones. Students should sit at their desks.

It is permissible and appreciated that while on dorm duty adults answer homework questions and offer academic support. You may choose to complete some grading while on duty, but do keep in mind that the primary purpose for evening duty is to serve as a visible presence in the dorms and to be available to our students.

At no time should students be gaming or watching videos during study hours. If a student is off task, note this in the log and arrange for closer supervision to ensure he or she is doing work. Further, if you find that a student has a device that is not approved, e.g. two phones or two laptops in an attempt to deceive, collect the extra device. Note this in the log to be followed up by the Student Life Office.

Students should observe Quiet Hours in the dorm from 10pm-8am. No rowdy gatherings or hoopla please!

Group Study

Students in grades 10-12 may sign out to the library for group or quiet study; grade 9 by request.

Dorm Sign Out for Students

Any student who expects to be away from his room for more than 15 minutes should sign out in the Dorm Sign Out Log in the hallway and obtain a pass, indicating his or her whereabouts. For example, if a student wants to go downstairs to print, he or she does not need to sign in the book. The sign-out note allows the duty faculty to locate the student quickly and easily. Students who fail to sign out accurately and honestly should be reported in the duty log.

Students must understand that it is important for us to know where they are–to help them focus on studying, to help locate them if a parent calls, or in case of emergency. This is easily explained when enforcing the rule and should be emphasized.

All students must be in the dorm during the week at 9:30 pm.

Boarders may visit the rooms of their friends of the same gender after school and on weekends. The resident of the room must be present at all times.

In order to visit the library, students must have a signed Dorm Exit Pass with the Dorm Parent's signature and time noted. They should return from the library with a time stamped Dorm Exit Pass. Note the times and respond accordingly if the time indicates that their journey back to the dorm was not a direct one. Note this in the Duty Log.

Academic Labs

Evening Academic Labs, from 7:30pm to 9:30pm, present an opportunity for students in good standing to choose how they want to utilize their time, based on their individual study needs. Students in grades 10-12 have the option to sign out of the dorms to work in the library in order to study collaboratively in peer groups, to visit with a teacher, or study in the dorm lounge or collaborative study space. Students wishing to utilize these options must sign out with the teacher on duty in their dorm. Grade 9 permission is by request.

Homework Hub

Some students need special, extra academic support. An evening study hall staffed by classroom teachers will be activated after the first grade reporting period for those students. Dorm Heads, teachers and advisors may also recommend and require students who need an environment of structured study to attend Homework Hub for academic support. Students can also self-select to attend the Homework Hub as a way to gain feedback, build confidence, or advance in a subject.

Late Lights

Students from grades 9-11 are permitted to request 'late lights' for extended study twice per week, excluding Sundays or the return from a break. They must present the late light pass request to the teacher on duty by 9 pm. It is up to the teacher's discretion to award late lights to the student. DP students have extended lights out until 11pm, midnight after the first semester if in good standing. Once you award the late lights, the student may not have the personal cell phone for use at 9:30 pm.

Technology Collection

The dormitory staff ensures all cell phones are collected at the start of study hours and again at the end of the evening. Laptops and phones for students in grades 7-11 are locked up overnight by the Dorm Parent in the dorm "tech" cart. The tech cart is unlocked by security at 6am the following morning. Students in grade 11 may be granted the privilege of keeping their laptops overnight at the start of the second semester. Academic standing and adherence to dormitory regulations will affect the granting of this privilege. Grade 12 students may keep their machines overnight as long as the privilege is not abused.

Special Evenings

- Dorm teams meet on Mondays at 6:30pm, followed by floor meetings with students from 7 pm-7:30 pm.
- Dorm Competitions on selected days are a chance to blow off steam where there are activities and games each week.
- The Performing Arts Center schedules many performances during the week and weekends. Students must notify the Directors and the Dorm Parent on duty of their plans to attend an evening performance or other school event.
- The Office of College Counseling also schedules evening events.
- Several events have become residential favorites: Halloween Party, Chinese Holiday Dinners, Christmas Party, Keystone Idol, Casino Night.

Substitutions and Emergencies

If a faculty member foresees an inability to meet a duty obligation, he or she must find a substitute and notify the Dorm Head and Directors of Residential Life of the change at least 24 hours in advance, unless an emergency condition creates an inability to do so. If it is an immediate emergency, the Directors of Residential Life should be contacted for assistance.

If a swap of duty nights is arranged with another faculty member, this should be done in advance, and the Directors of Residential Life should be notified.

Disciplinary Responses

Each dorm floor may create its own set of responses to minor disciplinary infractions such as missed breakfast or up past lights out, but occasionally a student must be removed from the boarding program temporarily or permanently. Below are some sample responses for residential life infractions; this list is not exhaustive and each case may result in differing consequences:

- Attempting to deceive by holding an extra laptop or phone:
  1st time: weekend community work/giving back to community; 2nd time: 1 week separation from boarding
- Excessive public displays of affection (PDA): possible temporary leave from boarding
- Unauthorized absence from the dorm or campus: one-week suspension; may result in permanent separation
- Inability to meet commitments/chronic violations: weekend community work or one-week separation from boarding
- Drinking or smoking on campus or in dorm: permanent or temporary suspension from boarding and/or the academy
- Chronic dishonesty: weekend community work or one-week separation from boarding
- Prohibited items: fireworks, alcohol, cigarettes, medicine, laser pointers, knives, swords etc. (see page 37-38 of Community Handbook)

Special note: Keystone is not a one-chance school. We realize that teens can make poor choices. Wise counsel and conversations help to guide the student into positive re-entry back into the community. However, serious offenses that jeopardize the safety of the community cannot be tolerated and might result in removal from the school.

Wednesday Dinner Pass

On most Wednesdays, beginning October, after the last commitment of the day and no earlier than 2:50pm, boarding students may sign out to have dinner with their parents, another Keystone Academy parent, or a faculty member. Early dismissal from school activity is prohibited. Approved students in grades 9-12 may walk across the street for dinner in groups of three.

Prior permission is required from the Student Life Office and from parents in order to take advantage of a Dinner Pass. If a faculty member is arranging a dinner trip with a group of students, they are allowed to take students off campus without parental permission.

Wednesday Dinner Passes will not start until the month of October each year. Passes are to be submitted to the Directors of Residential Life no later than noon on Wednesdays. Students must return to the dorm by 7pm.

Other Weekday Duties

Those residential faculty not living on dorm floors will support the boarding program in numerous ways. Each teacher will serve two of four weeknight duty rotations. Teachers may be assigned study hall, library supervision, breakfast check-in, or open gym.

Library and Study Hall Guidelines for Duty Teachers

When you arrive to your assigned library, please turn on the walkie talkie to channel 5 and be prepared to connect with the Dorm Parent team. You should be in a visible place by 7:20 pm.

The boarders will arrive with white Dorm Exit Passes. At the end of the evening, kindly sign the cards and the departure time and give back to the students. Any student without a Dorm Exit Pass needs to be sent back to the dorms.

STUDY HALL: You will receive a list of students who need supervision due to low grades, poor time management, etc. They must sit on the left side of each library as you enter both libraries. One student per table, their screens facing you, no bean bag chair sitting, complete silence. Circulate and check their work and their planners. They may not leave to do "group work" without a teacher e-mail, and only for 45 minutes. Please sit in that area. Be sure to fill out the study hall roster on the clipboard.

Before you sign off at 9:20 pm, write a brief report to the people on your library team, and cc Directors of Residential Life with names of student visitors, types of work completed, and any issues, such as gaming. Call the Dorm Parent or AOD if you are missing a student.

Students may only bring water; headphones may be worn at your discretion; students on study hall must sit at the table as assigned.

Students must be working quietly in groups or individually. Do circulate and ensure that the students are not gaming or watching videos. You should confiscate a computer if this happens and give to the Directors. Feel free to send back any unruly students and send the Directors an e-mail for follow-up.

Breakfast Check-in Guidelines for Duty Teachers

Breakfast check-in (Monday - Friday 7:00 am-7:50 am)
Be in the dining hall and supervise students breakfast check-in. Make sure students only check in themselves. If the check-in machine or the student's card doesn't work, students need to sign in on papers. Students breakfast check-in time is 7:00 to 7:45am. Make sure all the students are out of the dining hall before 7:50. If you are leaving at 7:50 to prepare your first class, please send students out first.

Open Gym Guidelines for Duty Teachers

Open gym for boarders (Monday - Thursday 8:45 pm-9:30 pm)
Please turn on the walkie talkie to channel 5 and be prepared to connect with the Dorm Parent team. Supervise students in the gym/ table tennis area in student center. Make sure there is no safety issue and send students back to dorm on time - 9:25pm. They must be back in their dorms at 9:30pm.

Weekend Duty Supervision

Residential on-duty faculty support the activities of the weekend program in a number of key ways. Faculty may design and chaperone an on- or off-campus activity, or perhaps open their homes for cooking, movies, and games. Faculty may organize a weekend field trip to a local venue, or chaperone a service learning opportunity. Faculty on weekend duty are an active and visible presence on campus ensuring that students are safe and engaged in healthy pursuits. Adults are encouraged to organize spontaneous activities in response to student interest. A shared game of table tennis with a student is an enjoyable way to spend some duty time! All residential teachers are assigned

to a weekend team and will normally work 8 to 9 half-weekends each year. Please remember that life in a boarding school cannot be quantified; some weekends you will have more assignments than others. Flexibility and good humor are expected from residential faculty.

On weekends, students must sign out through the sign-out system in the student center. Parents must grant permission if students are leaving without a Keystone staff member.

Teachers on weekend duty should be expected to work all or a part of the assigned weekend. It is difficult to quantify the exact hours expected during weekend duties throughout the school year. Teachers must recognize that duties many not be equitable within a given weekend, but will even out in the course of one year. Some assignments may be just a few hours in duration, some may be for a full day. Teachers on weekend duty must be within a ten-minute drive back to school in the event of an emergency.

Weekend Check-in

Unless off campus on an approved weekend pass, all boarding students on campus are required to be timely, present and accounted for at check-in. On weekends the requirements are:

- All off-campus trips on Friday and Saturday should return to campus by 10pm and students should check back into the Student Center before going up to their dormitory hallways.
- Grades 10-12 students who have been given permission may leave in groups of three for five hours at a time without a teacher.
- Face-to-face check-in with the faculty on duty on the hallway is at 10pm for all students in grades 7-8; 10:30 pm for grades 9-12. Students are required to be in their own rooms at 10pm/10:30 pm. Grades 11-12 students may visit other rooms on their halls until 11pm.
- The evening check-in signifies that students are in the dorm and on the hallway for the night. Leaving the hallway or dorm after check-in is a breach of trust and considered a major rule violation with disciplinary consequences.
- If students have an approved sleepover pass to be a guest in a friend's room, they may sleep in another room. Sleepover passes must be filled out either Friday or Saturday at dinner with the teacher on duty, and no later than 8:30pm. One guest per room.
- Lights out on the weekends is flexible. Students in grades 7-8 should have lights out at 11 pm. Students in grades 9-12 do not have a lights out time.

Weekend duty assignments are distributed by Thursday of every week preceding weekend duty. Additionally, three copies of weekend trip rosters are provided in the resource box. Trip chaperones should note attendance on one copy and leave on the duty table, hand one copy to security when exiting campus, and keep one for yourself. Always meet your students for trips at the weekend duty desk ten minutes before the stated departure. Be clear with students while on a trip about expectations and meeting times and locations. Students must wear seat belts on bus rides and should have the chaperone's cell number. Send an e-mail to the Directors of any "no show" students.

Weekend Activities Chaperone Guidelines

Weekend Activities Chaperone Guidelines (see appendix)
Weekend Dorm evening check-in (see appendix)
Campus Roaming Route (see appendix)
Supervision Desk Reminders (see appendix)
Students leaving on the weekend (see appendix)

Weekend Resources

The weekend duty team is provided with a campus Log Book, copies of weekend schedules, student transportation permissions, a list of student and parent cell numbers, and the list of students on weekend passes or hosting sleepovers. The resource binder should be kept in the duty box.

Keystone day students should sign in and out of the Log Book when they are on campus during the weekend. Duty faculty should ask each student where they are going, with whom, and then cross check that information with their permissions. If an adult arrives to pick up a student, ask for identification. We want to err on the side of caution and be sure that our students are safe with adults who come to collect them. Safety is our greatest concern.

Each team should log any unusual events or issues in an e-mail to the AOD and Directors.

Weekend Trips

Because a lot of time and effort and financial resources are allocated to the planning and implementation of weekend trips, any student who fails to properly cancel a weekend trip by Friday noon will pay a 50 rmb "no show fee" to cover the cost of the bus.

Sign-In/Sign-Out Log

Supervision of the Log Book–paying attention to the details provided by students when they sign out, and speaking directly to them when they sign in, will accomplish our goal, ensuring the safety and wellbeing of our students. Students must fill out all fields.

Overnight Guests

Boarding students are allowed (with advance permission from the Directors of Residential Life for day students and off-campus guests, or from the dorm duty person for Keystone boarders wanting to sleep over in each other's rooms) to have a friend stay with them overnight on Friday or Saturday. The student is responsible to introduce off-campus guests to the duty faculty when the guest arrives on campus, and guests are to abide by all residential rules and regulations, whether they are a Keystone student or not. The Directors of Residential Life provides an approved guest pass to be posted on the hosting student's door with additional notification for duty personnel in the Log Book.

Any guest or day student that has not received permission in advance to stay overnight must leave campus by 10pm.

Weekend Passes

Students must fill out and file a weekend (or vacation pass prior to a school break) by Wednesday of each week. Parents will be asked to verify the child's plans. The Directors of Residential Life posts the list of students on passes by Friday in order to ensure a smooth weekend check-in process. Do not allow a student to leave on an unplanned weekend pass without contacting the Directors of Residential Life. If the Log Book does not list a specific permission, then the student is not permitted to leave campus, unless traveling with school personnel on a weekend activity trip. All students must return Keystone by 8pm Sunday; call or e-mail residential life if delayed.

Sunday duty teachers should make a note in their nightly log of any student who failed to return to the dorms on Sunday evenings.

There will be some instances when a student has gone home ill or has an emergency. This information will be posted as soon as it is known and confirmed.

Students on a weekend pass are subject to the rules of the school when not in the direct supervision of a parent. This means that a boarding student spending the weekend at another student's home is under Keystone supervision. The same applies to students on a five hour day pass.

Students who change passes after noon Friday without notifying the student life office will serve Friday detention.

Taxis and Subway

Students in grade 9-12 may ride in groups of three or more in a taxi or the subway, once parent permission is obtained. Grade 8 may do so with special permission.

Food Deliveries

Boarding students may order food for delivery from local vendors up to 7pm on Saturday only. Food should not be eaten in the dorm room or Student Center. Soda and highly caffeinated drinks (such as Red Bull) are never allowed on campus. The campus snack shop is open until 6:45 pm.

Gaming

The school's Technology Acceptable Use Policy clearly states that school laptops may not be used for entertainment purposes during the academic week. Students who are caught gaming should expect consequences ranging from technology restriction to weekend work crews or detentions.

Sustainability

Students are asked to use refillable water bottles while at school. Ordering or bringing cases of water bottles to school goes against our environmental practices. Plastic water bottles will be confiscated.

Some Important Notes:

When you are on duty you are required to fulfill all of the responsibilities stated above as a member of the residential duty team. Additionally because your full and active participation is required, we must ask that you:

- Not leave campus for dinner unless chaperoning a dinner trip that has been assigned to you as a weekend activity.
- Not attend on-campus adult parties or entertain personal guests.
- Not consume alcohol while on duty.
- Not make plans that take you off campus for any reason other than your duty assignments, except during extended periods of time when you are NOT assigned to chaperone an activity or supervise an area of campus.
- Be on time for all assignments.
- Are a presence on campus and are actively engaged with our students.
- Be on duty until all your responsibilities have been fulfilled.
- Contact the Directors of Residential Life if you become ill and cannot complete your duty shift.
- Understand that hours and tasks will vary each weekend.
- Enjoy the kids while on duty!

Please note that students should never be on the fields after dark, in the school basements or in either academic building after school, in the stairwells or in any other potentially compromising locations.

Response Protocol

In an emergency, please contact security first for emergency situations that require medical attention and then call the Administrator on Duty or Directors of Residential Life. The supervision schedule for administrators on call is posted and there is a School Leadership Team member on each weekend duty team.

As members of the Keystone Academy community, we are all responsible for taking notice and dealing with situations. As caregivers *in loco parentis*, we are always "on-duty" and actively taking part in the lives of our students. Often, situations that require our immediate attention are not when we are assigned to dormitory duty, or in the classroom, or during community dinner. These situations happen when we least expect them—during the casual walk through the dormitories, or after returning home from a run or even after dusk on a Saturday night. The protocol for response is simple and straightforward. Given any situation, there is a proper response for any behavior. It is each faculty member's responsibility to monitor student behavior and report all suspicious behavior to the Dean of Students or Directors of Residential Life. It is also critical that any comments by a student that mention physical harm to self or others, even in a confidential conversation, be brought to the attention to the Dean of Students, and school counselor immediately. Working to maintain our shared values is critical to the quality of life we share at Keystone Academy.

Gym and Pool Use

Students may use the gym and fitness center in groups of three; the pool may only be used during posted hours and in the supervision of a lifeguard. All fitness center users must close the door firmly when leaving the facility.

Nurses

Nurses are available on campus or on call 24 hours daily. Boarders and residents can use school land lines and dial 3000 for assistance.

Security

Security staff are available 24 hours daily. Call 1000 on any school land line for assistance.

Facilities

Students and teachers may call 6000 on the land lines for facilities emergencies.

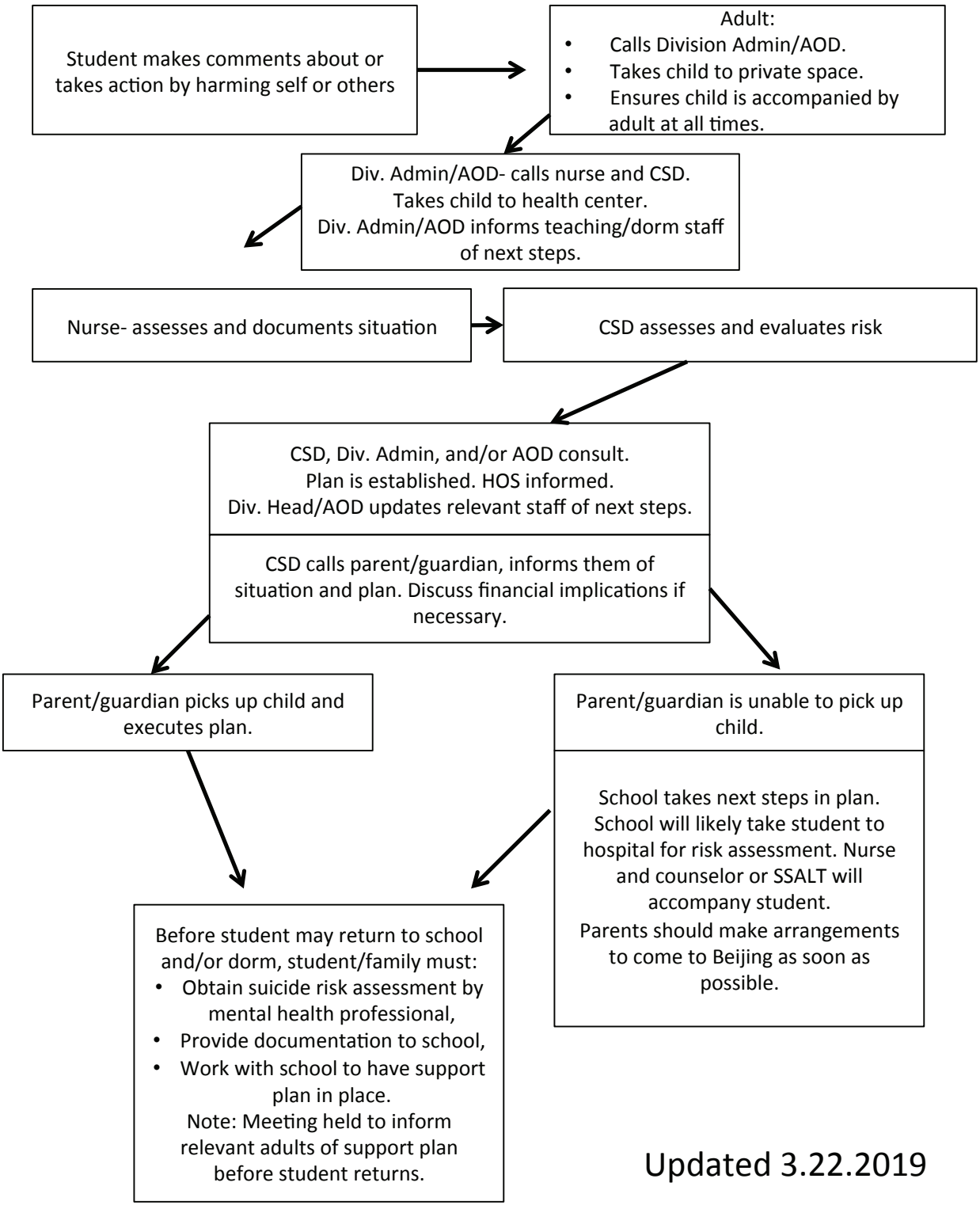
Administrator on Duty (AOD) and Counselor on-call

Students and teachers may call 1999 on the land lines (or dial 8610 8049 6008 first on a cell phone) for the AOD, and 130 0195 8268 for the counselor on-call.

Dorm Access

The dorms are closed during the academic day. Students may request an elevator pass for emergencies from the Directors or their classroom teacher.

KEYSTONE ACADEMY CRISIS PROTOCOL
Student Harm to Self or Others



Updated 3.22.2019

Glossary of terms used in our residential life program

Cluster Groups- Small groups within each floor comprised of Dorm Parent and seven to nine dorm students. Each floor has four Cluster Groups.

Dorm Head- A teacher who is the leader of the dorm parents, proctors, and students on the floor. He or she is responsible for the overall well-being and culture of the floor. His or her responsibilities include facilitation of residential curriculum, fun and informative dorm meetings and events, and logistical matters such as dorm room assignments.

Dorm Parent- A teacher who lives on the dormitory floor and supervises boarding students. There are ten floors for boarding. Each floor has five Dorm Parents. There are 50 Dorm Parents in all.

Dorm Proctor- A student leader serving on the dorm floor in boarding duties such as room inspection, assisting with evening tasks, and planning of major boarding events.

Dorm Team- The Dorm Head and the four Dorm Parents who comprise the supervisory team of a dorm floor

Grade Level Leader (GLL)- The responsibility of the Grade Level Leader is to manage the events of a particular grade level and advising team.

Junior Boarding Program- The Junior Boarding Program is designed for those boarding students in Grades 7-8.

Late Lights- Students may ask a Dorm Parent to stay up later for extended study. Normal bedtime is between 10:15 pm and 10:30 pm, depending on grade level. Late Lights usually allows students to stay up another 15 - 30 minutes.

Homework Hub- The Homework Hub is study support program staffed by teachers held every weekday evening in the Middle School Library.

Learning Lab- An after-school program, staffed by Centre for Students Development (CSD) staff, that gives students the opportunity to receive additional academic or support. It starts directly after school and lasts until 5:30pm.

Student Weekend Activity Group (SWAG)- The Student Weekend Activity Group is a group that helps Weekend Program Coordinator with the planning and organization of weekend activities.

Residential Life: Who to Contact
寄宿生活：家长联系指南

MAIN SCHOOL PHONE NUMBER 学校总机: 010 8049 6008

Topic联系事宜	Name联系人	EXT分机	E-mail电邮地址
Head of School 校长	Malcolm McKenzie	2000	malcolm.mckenzie@keystoneacademy.cn
Middle School Academic Absences 初中部平日请假事宜	Hannah Han 韩艺	1705	hannah.han@keystoneacademy.cn
High School Academic Absences 高中部平日请假事宜	Linda Liu 刘冬玲	1805	linda.liu@keystoneacademy.cn
Residential Absences 寄宿生活请假事宜	Residential Life 寄宿生活办公室	1911	residentiallife@keystoneacademy.cn
Directors of Residential Life 寄宿生活总监	Amanda Shen- Middle School Nehemiah Olwande- High School	1918 1917	amanda.shen@keystoneacademy.cn nehemiah.olwande@keystoneacademy.cn
Weekend Pass Changes 周末通行证变更	Residential Life 寄宿生活办公室	1911	residentiallife@keystoneacademy.cn
Wednesday Dinner Pass 周三晚餐通行证变更	Residential Life 寄宿生活办公室	1911	residentiallife@keystoneacademy.cn
Late on Sunday 周日晚迟到请假	Residential Life 寄宿生活办公室		residentiallife@keystoneacademy.cn
Health Center 健康中心	Nurse On Call 值班护士	3000	linda.lin@keystoneacademy.cn
KAP Office KAP办公室	Angel Yu 于书清	1901	angel.yu@keystoneacademy.cn
Bus and transport 校车及交通事宜	Sandy Zhao 赵英	2620	sandy.zhao@keystoneacademy.cn
Uniform shop 校服店	Chartwells	5009	chartwells@keystoneacademy.cn
Registrar 学生信息登记处	Jade Jia 贾玉婷	2012	jade.jia@keystoneacademy.cn
Dean of Students 学生主任	Kelli Sanchez	1900	kelli.sanchez@keystoneacademy.cn

Dorm Heads 宿舍舍监

WEST TOWER 西宿舍楼		EAST TOWER 东宿舍楼	
W2: Jean Fu	jean.fu@keystoneacademy.cn	E2: Nehemiah Olwande	nehemiah.olwande@keystoneacademy.cn
W3: Paul Pienaar Gerald Anthony	paul.pienaar@keystoneacademy.cn gerald.anthony@keystoneacademy.cn	E3: Amanda Shen	amanda.shen@keystoneacademy.cn
W4: Gillian Williams	gillian.williams@keystoneacademy.cn	E4: Portia Mhlongo	portia.mhlongo@keystoneacademy.cn
W5: Liangfang Li	liangfang.li@keystoneacademy.cn	E5: Brad Gibbs	brad.gibbs@keystoneacademy.cn
W6: Jason Roy	jason.roy@keystoneacademy.cn		
W7: Timm Sears	timm.sears@keystoneacademy.cn		

Appendix

Weekend Activities Chaperone Guidelines

1. Meet students in Student Centre 10 minutes before departure. Take attendance, supervise students sign out. Take one roster with you, leave one on the duty desk, and one copy to security at South gate.

2. Regarding no-show, ask his/her classmates first. If he/she is not on time for departure, let AOD know the name and leave on time please.

3. Make sure all students are wearing seat belts on bus. Guarantee the safety of the students if you are travelling with Didi or subway as well.

4. Once at the destination, give students your cell phone number, and determine a meeting time and place. Create a WeChat group if necessary. It is best for students to check in every 2 or 3 hours with you on longer trips.

5. Once you finish the trip, take attendance again on the bus. Make sure all students are back with you. When you get back to Keystone, report to the desk duty teacher to announce your arrival, and turn-in your list.

6. Depending on the nature of the trip, they may have free time without a teacher (eg. Shine Hills shopping trip). Ensure that students are in groups of three during free time. More high-risk trips, such as hiking, require teacher supervision at all times.

7. Teachers should survey the destination upon arrival and ensure the environment is safe for students. Trips of a higher risk needs a risk assessment completed prior to the trip. Small first aid kit can be obtained from Health Centre in advance.

Weekend Dorm Evening Check-in

- This duty should be done by Dorm Parents.

- Each Dorm Parent should oversee two floors.

- Take the students weekend list on the wall adjacent to the elevator. Make sure students supposed to be on campus are here, and those supposed to be home have left.

- First time check at 10:30pm. Students need to be in their floors.

- Second time check at 11:00pm. Grade 7-9 students lights out at 11:00pm. Grade 10-12 students need to be in their rooms at 11:00pm, no lights out time.

- Need to open EVERY dorm using the master keycard, issued during your weekend team's meeting. If students have not closed their windows, turned off Air con or lights, note down the room number [in the clipboard] for follow up by Dorm Heads.

Campus Roaming Route

Some of you have been assigned campus roaming for weekend duty. It is essential you create a route and check each of these areas during your roaming. If you find a student where they are not supposed to be, send them to the student center and contact your AOD.

AREAS TO CHECK:

All gyms and fitness center in Secondary building- Students MUST be in groups of three, if not, send out. Pull fitness center door closed tight

Pool-off limits unless with lifeguard

Primary gym and primary academic building-completely off limits to secondary students on the weekends. Check coffee café dark areas

Secondary academic building: floor 1 library use OK, 4th floor library open or closed; check with AOD. Check hidden spaces near Finance/ DP Arts on floor 1

All basement spaces in academic and res towers-sometimes smokers in the basement

Stairwells in both residential towers

Field- no students on field or playground after dark

Roam each of the 10 dorm floors in both towers - feel free to knock on the door if you suspect anything

Student center: safe use of pool table, no PDA

Check behind res buildings

Check PAC

Check new Primary Theatre in Basement 1

West tower: ping pong tables

East tower basement: WUSHU rooms

Academic building towers

Music Practice rooms - 3rd floor

East and West Lecture halls

Put on your comfy shoes! It will probably take you between 1.5 and 2 hours to walk through the whole school. If you have extra time, recheck the basement.

Supervision Desk Reminders

Use online app to sign in/out students. Kindly ensure that all students fill each field when leaving campus.

- Students in grades 7-8 may NOT leave campus alone. They may only travel with a teacher or parent.
- Students in grades 9-12 may depart campus for two hours in groups of three if they have been given permission on the 9-12 two-hour list found in the resource binder. YOU MUST CHECK THE LIST.
- Students in grades 10-12 may depart campus for five hours in groups of three if they have been given permission on the 10-12 five-hour list found in the resource binder. YOU MUST CHECK THE LIST. Students in G 10-12 may sign out in groups of three to WALK to the new Sam's Club, Starbucks, and movie theater northeast of Keystone.

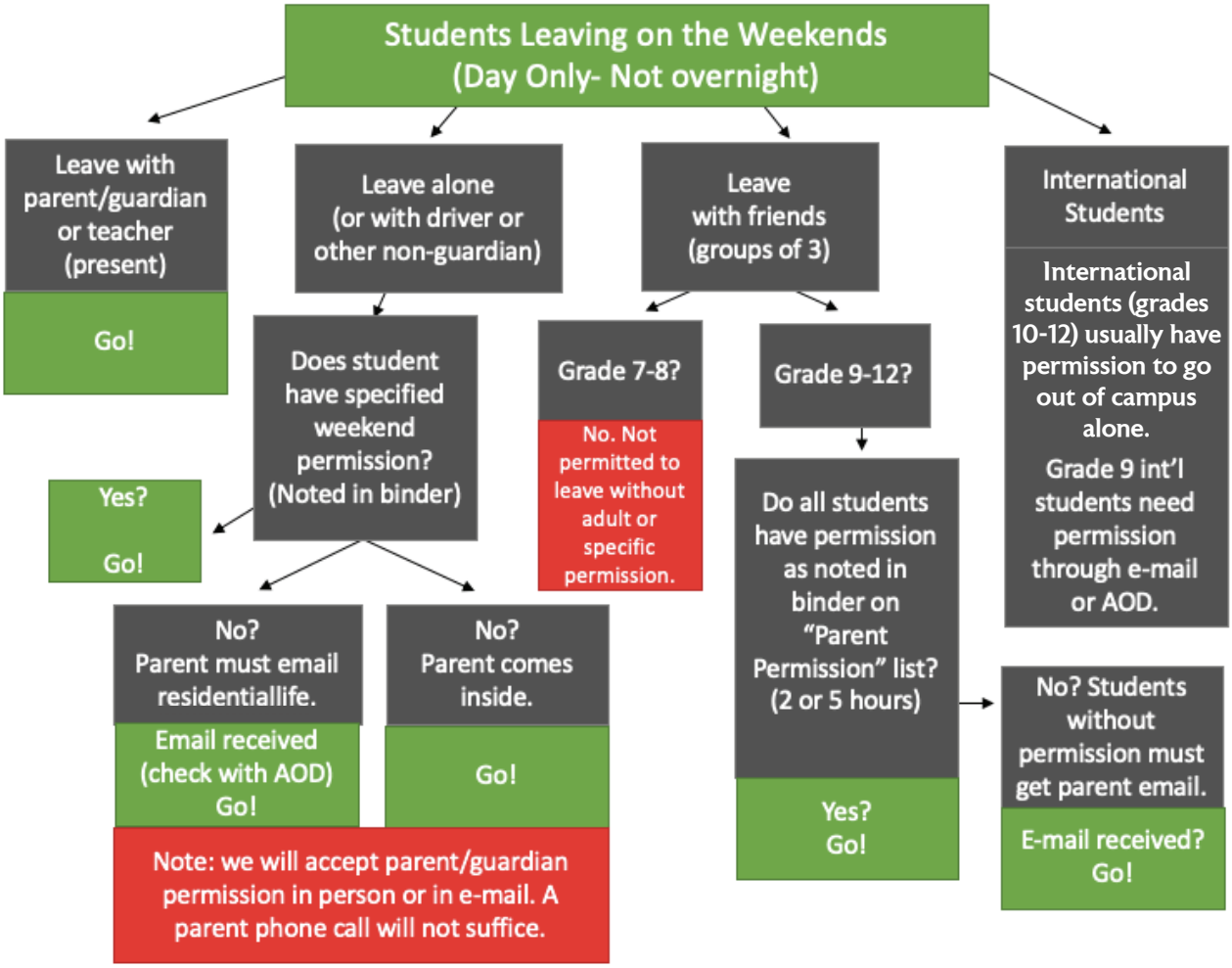
NOTE-Our international students may leave in groups of two. Faculty children over grade 9 count in this number.

All students must be back on campus by 5:30 pm Sundays unless with a teacher or parent.

- Any student leaving alone "with a parent" or "a friend's parents" must confirmed by a phone check (have the student call the parent), or a face to face confirmation with the parent (have them come to the student center).
- Kindly keep the desk neat and put all papers in the binders at the end of your shift. Place all materials e.g. yellow gate passes, sleepover cards, trip lists and binders in transparent plastic box at the end of your shift [on Friday, Saturday or Sunday evening]. Keep the plastic box below duty desk before signing off.
- Sleepover passes must be filled and posted by 8:30 pm on Friday and Saturday evenings. Sleepover begins October.

Call your AOD when in doubt.

Students leaving on the weekend



NOTES

A new WORLD SCHOOL
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全新的教育模式

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