

UWC Changshu China

Residential Community Handbook

1. UWC Changshu China Mission, Vision and Values

UWC movement

The UWC is a unique global educational movement that brings together students from all over the world. Each UWC is guided by its mission statement and promotes the causes of international understanding by creating an environment in which students from countries and cultures around the world come together to study and to serve the global community. UWC Changshu is the 15th UWC initiative and first of its type in mainland China.

UWC Changshu China mission

With a focus on Chinese language and culture, UWC Changshu China makes education a force to unite people, nations and cultures for peace and a sustainable future.

UWC Changshu China vision

With a focus on Chinese language and culture, UWC Changshu China aims to be the youth leadership academy in Asia, providing a transformational and empowering education that develops future servant-and team-leaders: change makers who can transcend cultures, embrace challenges and contribute positively to society on a personal, local and global level.

2. Residential life at UWC Changshu China

UWC Changshu China places great emphasis on catering for the needs of the individual student. The academic timetable and co-curricular programs are tailored very much to meet each individual's requirements. Just as important for each individual is the ability to get on well with other people and be tolerant and develop understanding of the needs of others. The aim of our residential program is to help our students to learn the social skills and give them the sense of community and responsibility which will equip them well for the rest of their lives.

We aim to create a safe, secure and happy environment with an atmosphere which is relaxed and purposeful. Individuals are encouraged to take increasing responsibility for themselves during their time here, and increasingly take on greater responsibility. Our community is one where everybody is treated with respect, sensitivity and consideration. We expect students at UWC Changshu to develop into well rounded and independent individuals, who are sensitive to the needs of others.

3. Community values

The UWC Changshu China community expects members to:

- be honest and act with integrity
- avoid prejudice by developing views based on evidence, reasoning and understanding
- be compassionate and morally responsible

- embrace challenge in order to maximize their potential
- help other people
- take an interest in and enjoy friendships with people of all cultures and backgrounds
- minimize their harmful impact on the environment

4. Our definition of learning

Learning is a lifelong process in which learners engage with and reflect upon information and experiences to construct new or modify existing understanding as well as develop and apply skills and qualities.

Our Learning Principles

We know learning is effective when:

- learners feel secure and supported. Therefore, learners need a positive and respectful learning environment in which it is safe to succeed or to make mistakes and try again.
- learners understand the purpose of the learning. Therefore, goals should be explicit and learning should occur in context with connections to the world beyond UWC Changshu China.
- learners construct new understanding by building upon prior knowledge. Therefore, it is important that new learning is connected to what the learner has previously experienced or understood.
- learners listen, talk and interact with others. Therefore, learners must have a range of opportunities to engage with others in a variety of situations.
- learners construct meaning by making connections between knowledge and concepts. Therefore, learning experiences need to be organized around core concepts.
- learners are appropriately challenged. Therefore, learning opportunities should align with the developmental stage and individual needs of learners.
- learners use timely and goal directed feedback. Therefore, ongoing assessment should be regular and structured in a manner that allows for specific feedback to guide the learner in constructing meaning.
- learners have time for meaningful and deliberate practice. Therefore, learners need well considered opportunities to develop and improve skills and understanding.
- learners have ownership of their learning. Therefore, learners need opportunities for self-directed learning.
- learners think and act upon their learning. Therefore, learners need opportunities to develop strategies to plan, monitor, reflect and make adjustments to learning as needed.

5. Residential philosophy at UWC Changshu China

- The values and practices of the residential community fully reflect the values of the UWC Movement in the spirit of the UWC Code of Conduct. (see appendix 1)
- UWC Changshu China residential provides students with a secure environment in which each student is encouraged to embrace challenge and take responsibility for shaping a better world.
- UWC Changshu China seeks to provide a “home away from home” within the bounds of legality for school environments and offers a rewarding residential experience enabling residents to become confident, independent and caring members of our community.

- Residential life at UWC Changshu China works to foster and develop a growing awareness of the different backgrounds, cultures, beliefs and views within the residential community, and the School more widely.
- The UWC Changshu China residential experience is based on the guiding principles of integrity, trust, respect, tolerance, consideration and awareness. Therefore, disrespectful behaviour of any kind has no place in our community.
- UWC Changshu China seeks to prepare residents for their future lives as independent young adults by fostering the qualities in the IB learner profile.
- UWC Changshu China provides modern and suitable accommodation for residents, seeking not only to maintain the standards of our residential facilities, but also to enhance and adapt them in accordance with changes in residential needs and demands.

6. Residential staff role

House mentors

He/she is *in loco parentis* and reports directly to the Dean of Residences. He/she will keep the Dean of Residences informed of all matters of importance relating to the House and the students in it. Among his/her responsibilities are:

- Overall management of all staff working within the house
- To develop an honest and transparent working relationship with colleagues
- To ensure all the house duties are carried out to a high standard
- Management of pocket money
- The effective use of senior students in the management of the house.
- Overall management of all procedures pertaining to the smooth running of a residential house
- All aspects of students' pastoral welfare and domestic requirements within the house
- Discipline in the house
- The creation and maintenance of a positive and purposeful atmosphere in the House
- To establish and maintain a healthy working relationship with parents, so that there is a useful flow of information between the School and parents
- To ensure proper maintenance of buildings, fittings and the surrounds of the House
- Monitor the quality of academic supervision within the House
- Monitor and maintain students' information in the REACH system and facilitate the system to contact parents if required.
- To communicate effectively with the staff concerned regarding students in their house
- The creation and maintenance of a positive team spirit among those who work in the House
- Carry out the necessary duties with support from the Crew Leaders and other staff
- To work closely together with the Dean of Students and Dean of Residences, to ensure that standards are maintained and rules applied fairly and appropriately in all Houses
- To maintain a lifestyle that is appropriate for a residential school thereby acting as a positive role model for boys and girls who live away from home

7. Role of residential interns

Third-year interns are an important part of residential life at UWC Changshu China. While these interns may perform various duties under the direction of multiple departments of the School, they are also bound to support the House Mentors in their administration of Houses to which they are assigned.

Within the residential context, interns

- Support the Dean of Residences and House Mentors in ensuring compliance with community norms and rules
- Form supportive relationships with students and guide them toward positive outcomes and social well-being
- Participate positively and professionally in the social life of their House
- Perform supportive tasks as directed by the House Mentors to which they are assigned

8. Crew and Crew Leaders at UWC Changshu China

Crew is the on-campus advisory program at UWC Changshu. All students belong to a crew which is headed by Crew Leader, who is a member of the Faculty. The objectives of Crew are to

- Support students and hold them accountable for academic progress;
- Provide students with guidance and tools to improve their progress in academics, Zhi Xing, and in their well-being;
- Provide students with a space for structured study time under the supervision of their Crew Leader;
- Facilitate communication across the campus, and
- Provide a social “center” for students to bond with their Crew Leader and each other.

Crew Leaders are expected to supervise guided study time and social events with their crew on a regular basis, under the direction of the Dean of Studies and the Dean of Students.

9. Residential life expectations

- residential life develops integrity, trust, respect, tolerance, consideration and awareness.
- residential staff monitor residents’ behavior at different levels, from the personal to the social, and academic.
- When there is a misalignment between the expectations and a boarder’s behavior, residential staff are expected to use judgment and discretion in applying sanctions; residential staff should not feel obliged to make an instant decision, as some reflection often makes for better decisions. The Dean of Residences is available should help and advice be required. Sanctions should be administered in a constructive way, to help lead residents to appropriate behavior in line with UWC values.
- In the event of a boarder’s inappropriate behavior being connected with personal problems, counseling is offered as a means of support.
- A record is kept in the residential houses detailing misconduct, and sanctions are recorded.
- A tidy room is aesthetically pleasing and a positive support to learning and a healthy lifestyle. If the room is shared with other roommates, or in the case of public spaces, leaving a room untidy is disrespectful towards the others and the community. Untidiness is treated as a violation of community expectations.
- House Mentors should provide clear guidelines as to appropriate behavior, so that students are clear about the expectations and the consequences of inappropriate behavior.

10. Relations with families

- We fully recognize the importance of close relations between UWC Changshu China's residential houses and residents' families; to that end, thorough and courteous communication between the house staff and families at home is a priority.
- We aim to contact parents/guardians quickly should a problem arise, applying the principle that a close relationship between the residential house and the family home is vital in order to provide the best care for residents.
- Residential facilities are usually closed during the holidays, and it is the responsibility of families to ensure that their son/daughter returns home, or else make suitable alternative arrangements. For National Committee students special arrangements will be made. However, the School will assist students who cannot travel home to be accommodated by host families.
- Parents are strongly encouraged, wherever possible, to appoint a local guardian who can provide additional support to residents.

11. Student routines

Monday through Thursday and Sunday

Time	Event
6:00 – 7:00am	Wake up and showers
7:00 – 7:45	Breakfast
8:00 – 3:00pm	Academic time
3:00-onwards	Co-Curricular time
5:30 – 6:30	Dinner
6:30 – 8:30	Activities
8:30 – 10:00	Optional study/ personal time in the house.
10:00 -10:30	Final check and attendance by HM or crew leader.
11: 30	Curfew

Note: If any students require additional time for studies, they could do so at the discretion of the House Mentor. They could access a designated location within the campus. Students are required to return to their respective rooms not later than 1.00 a.m. The designated locations are room number 2139, 2140, and 2143.

Students are expected to enter their log out and log in time from the house in the security register, which will be available with the security guard.

Students are NOT allowed to visit other students' rooms after Check is done. This is to respect the privacy of other students. Students may visit common rooms other than their own, before Curfew, provided that noise is kept to a minimum.

Saturdays and Sundays

Weekends on the UWC Changshu China campus are filled with diverse academic and co-curricular activities. Dining services are offered at 10:00am on Saturdays and Sundays. Students may be signed out by their parents on REACH to visit home or participate in off-campus activities. Alternatively, parents/guardians can request for a leave via email addressed to the House mentor. We strongly recommend parents/ guardians to keep weekend outings to a minimum as it conflicts with our weekend programs.

Check time on Friday and Saturday – 11.30 pm.

Curfew – 1.00 am

Access to common room in the night after Check

Students can access the common room with in their own house in the night for preparing food or having get together etc. However, this will remain as a privilege* and hence house mentors can exercise their discretionary power.

Students may also access common rooms other than their own after curfew at the discretion of the house mentor(s). However, students are expected to keep noise level to a minimum at all times. Students are reminded that this is a privilege.

*A privilege unlike a right can be withdrawn if found to be misused.

12. Residential student welfare

Sleep and rest

Sleep and rest times are critical for positive well-being and enhanced memory for learning. Recognizing the importance of sleep, students will be encouraged to:

1. Have a regular bedtime routine.
2. Respect the rest needs of their room-mates by reducing light and noise in the rooms 30 minutes prior to curfew.
3. Engage in regular physical exercise, preferably more than one hour before bedtime.
4. Turn off their laptops, TV and phones one hour before bedtime.

Any behavior that affects the sleep of other residents will be dealt with as a serious act against the community.

Medical attention

On weekdays, there is a nurse on duty at the on-campus wellness center on the first floor of Academic Building 2 from 8 am until 5:30 pm. There is also an on-campus nurse on call 24 hours each day.

Emergency services should be called whenever there is a medical emergency. Refer to the Campus Medical Policy for further details.

Staying in touch

At UWC Changshu China we encourage parents, relatives and friends to stay in touch with our residents. In order to do so, we encourage all our residents to have a mobile phone, but also to use internet messaging and video conference applications such as MSN or Skype.

Parents who need to contact their children in case of an emergency can call the Residences Duty Phone, to contact the Administrator or House Mentor on Duty.

13. Fire and evacuation policy

Fire alarm plan

a. Alarm

- first, activate the fire alarm and call “fire” at 119
- use the fire extinguishers to fight the fire if safe to do so

b. Evacuation of buildings

- at the sound of the fire alarm or announcement, calmly leave the building
- close the doors and windows, but never lock them

c. Escape route

- walk to staircase closest to you, following emergency exit signs
- follow stairs down to ground level (parking garage)
- do not use lifts!
- proceed calmly to Bai Jia Tan and exit to central courtyard

d. Go to assembly point

- head to grassy circle in central courtyard
- get in crew groups 1 through 11
- determine if everyone has left the building(s) using Crew Trip Sheets
- quietly await further instruction

If escape routes are not accessible:

Fire in stairwell below

- walk to staircase closest to you
- if fire in stairwell below you, attempt to access staircase on opposite side of the dormitory block

- if you cannot safely get to the opposite stairwell, or if there is fire in the opposite stairwell below you, take stairs to roof
- once on roof attract attention of those below
- if possible call a UWC-CSC Director to report location
- stay calm, wait for help

Fire blocking access to stairwells

- enter a room furthest from the fire
- close door and block door frame with towel or blanket
- attract attention of those below
- if possible call a UWC-CSC Director to report location
- stay calm, wait for help

Precautions against fire

To minimize the risk of fire, candles and any other similar objects are not allowed at Campus. The whole campus is a non-smoking area. Smoking anywhere in the residential house puts the community at risk. Moreover, any tinkering with the fire extinguishing equipment (alarms, sprinklers, extinguishers, etcetera) will be considered as a serious offense against the community.

14. Leaving the campus

Residents can leave the campus on their own once they have received permission and signed out on REACH. (REACH is a software for the use of boarding program)

Signing out

Parental permission is necessary for leaving campus except for school-related activities. Parents can either contact the house mentor or upload their permission on REACH.

Signing in

Students are expected to sign in with REACH when they arrive at campus and report to their house mentor.

15. Student missing from check policy

Procedure:

A student is identified as missing if his/her whereabouts cannot be confirmed visually at Check (Sunday to Thursday 10:30pm, Friday & Saturday 11:30pm).

When a student is missing from Check, HM on Duty must: (within the first 15 minutes' duration)

- Attempt to ascertain the students' whereabouts from friends in the immediate location.
- Attempt to contact the student on his/her mobile phone.

If a student is still missing, the faculty should: (within the first 45 minutes' duration)

- Inform the Director on Duty.
- Arrange a sweep of School grounds with security, interns and students.

On completion of the above: (within the first 60 minutes' duration)

- The Principal and the student's parents/guardians will be informed of the student's missing status.
- After any subsequent searches made, the Principal and parents/guardians will be informed of progress.
- The Principal (or in his/her absence, the Vice-Principal), will arrange for the Police to be informed.

If the student is found, or the incident is otherwise resolved:

- The Principal, parents/guardians, and Vice-Principal will be directly informed by the Dean of Residences of the student's found status.
- The Police will be informed if they have been involved.
- The Dean of Residences will initiate a full inquiry, and provide a written report. This report and the incident log will be kept in the student's file.

After the Incident

- The Principal (and/or senior member of faculty members involved) will discuss with the student's parent(s) the events surrounding the disappearance of the student.
- Critical Incident Debriefing will be provided to campus community if necessary.

16. Rules of campus community

These rules support the UWC Common Code of Conduct (see Appendix 1), which is a statement of principles, by providing details of how it is implemented at UWC Changshu China.

We expect students to act responsibly at all times and exercise their freedom wisely. With this objective in mind, formal rules are kept to a minimum, but a certain number are necessary to ensure the smooth-running of the institution and to conform to the framework of Chinese Law.

With the wellbeing of the community being the utmost priority, we strive to implement 'restorative justice approach' in our measures rectify wrongdoings within the community. In order to have a successful approach to discipline, we believe restorative justice should go hand in hand with punitive disciplinary action. An attempt to join both approaches can be found in the processes outlined below.

School rules are organized as follows:

1. Expellable

For actions such as the following, students should expect to be immediately expelled from the College:

- Possession or use of illegal drugs;
- Physical/sexual harassment, including assault.

Upon an infraction of these rules; in the instance of a student being expelled, restorative justice approaches should be focused on the wellbeing of the community. Appropriate information regarding the incidence should be conveyed to the community and a letter of apology should be published (if found necessary) to the community.

2. Very serious

For actions such as the following, students should expect to receive a strongly worded letter home stating their suspension; any repetition could result in expulsion.

- Theft;
- Drunkenness or possession of alcohol on campus, and during school activities off campus;
- Inappropriate sexual activity on campus;
- Intentionally deceptive speaking or action likely to result in potential harm to self, others or the College;
- Hazing or bullying

Upon first offence: In the instances of a student being suspended, appropriate information should be communicated to the community within the confines of the student's confidentiality. It is recommended that the student publishes a letter of apology to the community acknowledging the wrongdoings. A session with the School's counsellor is strongly recommended and measures should be taken by the student when applicable to rectify any wrongdoings. A conversation should be had with the student's House mentor; and/or Dean of Residences; and/or Dean of Students and any others involved or affected parties with the focus on the student reflecting on their behavior and attitudes. Additionally a contract should be signed by students in which all parties agree upon relevant consequences and a commitment is made to changing the behavior.

Upon second offence: Upon an infraction of these rules; in the instance of a student being expelled, restorative justice approaches should be focused on the wellbeing of the community. Appropriate information regarding the incidence should be conveyed to the community and a letter of apology should be published (if found necessary) to the community.

3. Serious

For actions such as the following, students should expect to receive a strongly worded letter home; any repetition in this category could result in suspension. A third offence within this category could result in expulsion.

- Leaving campus at unauthorized times.
- Creating a fire hazard through tampering with fire safety equipment.
- Smoking on campus, and during school activities off campus.
- Using the swimming pool when no lifeguards are on duty (will be considered very serious if under the influence of alcohol).
- Major anti-social behavior (including, but not limited to, harassment (non-sexual) and discriminatory behavior).
- Destruction of School property or the property of members of the community.
- Repeatedly missing scheduled School activities (including, but not limited to, classes and service).
- Non-compliance with a reasonable instruction from an employee of the School.
- Intentional deceptive speech or action.

- Visiting other student's room after checks.

Upon first offence: A conversation should be had with the student's House mentor; and/or Dean of Residences; and/or Dean of students; and any others involved or affected parties with the focus on the student reflecting on their behavior and attitudes. Additionally a contract should be signed by students in which all parties agree upon relevant consequences and a commitment is made to changing the behavior. Furthermore measures should be taken by the students when applicable to rectify wrongdoings.

In instances of a student being suspended, appropriate information should be communicated to the community within the confines of the student's confidentiality. It is recommended that the student publishes a letter of apology to the community acknowledging the wrongdoings. A session with the school's counsellor is strongly recommended and measures should be taken by the student when applicable to rectify any wrongdoings. A conversation should be had with the student's House mentor; and/or Dean of Residences; and/or Dean of Students and any others involved or affected parties with the focus on the student reflecting on their behavior and attitudes. Additionally a contract should be signed by students in which all parties agree upon relevant consequences and a commitment is made to changing the behavior.

Upon the third offence; in the instance of a student being expelled, restorative justice approaches should be focused on the wellbeing of the community .Appropriate information regarding the incidence should be conveyed to the community and a letter of apology should be published (if found necessary) to the community.

4. Other

In the case of other less serious infringements, such as the following, students should expect a verbal warning and a note in their personal folder. Any repeated offence in this category would result in a letter home or other consequences such as restrictions on leaving campus for repeated infringements:

--Visiting other hostels of another student at unauthorized times

--Minor anti-social behavior.

First offence: a conversation must be had with the house mentor with a focus on the incident and its consequences. An appropriate apology is encouraged to the parties involved, for example to the members of the room or the students involved in the situation.

Repeated offence: a conversation must be had with the dean of residences regarding the repeated offence with the focus being on the student's reflections on the effect of their behavior on the community.

The School acknowledges and thanks our colleagues at the United World College of South-East Asia and Li Po Chun United World College of Hong Kong for their contributions to our residential policy.

This policy is subject to review at the discretion of the School, with approval of the Principal.

Appendix 1: UWC Code of Conduct

Pursuing the UWC mission – to make education a force to unite people, nations, and cultures for peace and a sustainable future – requires a commitment to the following values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for others in all our actions and words. This means that we must think about the common good and be able to rise above our individual desires and needs. In short, our ideals require good heartedness from all members of the UWC community and a recognition that cultural norms are diverse. The common code of conduct is required to make expectations clear.

Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. The following are not tolerated:

- Illicit drugs
- Tobacco
- Alcohol on school property and school sponsored activities
- Sexual activity in any public area, including student rooms
- Hazing, bullying or harassment
- Assault
- Stealing or 'borrowing without permission'

Additionally, each college will have clear expectations regarding:

- Attendance (at all classes and activities)
- Academic integrity
- Respect for curfew and/or quiet time
- Alcohol 'off-campus'

Individual UWC schools and colleges may have additional standards on these issues that reflect the laws and cultural norms of the country in which they are located. The expectation is that the UWC common code of conduct will be followed both in action and in spirit.

Appendix-2 Incident Report Form



INCIDENT REPORT

Residential

To be filled in and filed by the House mentor.

Incident Date:

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Incident Time:

People Involved:,,

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Details of the incident: -----

Name and Signature: 1.

Name and Signature: 2.

Name and Signature: 3.

House Mentor's Notes:
