

TIS BOARDING HANDBOOK

Living in a Boarding School can be challenging. Living in a Boarding School that is co-educational, small, and culturally diverse can be even more so. The challenge is, “How do we do this effectively?” The following is a guide of what we would like to achieve in our time at TIS. We (the staff and students alike), live in this community. We have to live together. We have to look out for each other.

The staff are here to assist you to move through your time at TIS, and be successful. We will guide you and be there to help you navigate the waters of high school dramas.

However, we are not:

- Your servants;
- Your helpers;
- Your maids; or
- Your butlers.

Cooperate with us, request things in a timely manner, and we will get along fine. Play computer games or stay out until the last minute and then request something, the answer will likely be no.

House Expectations

- If you open it, close it.
- If you turn it on, turn it off.
- If you unlock it, lock it up.
- If you break it, admit it.
- If you can't fix it, call someone who can.
- If you borrow it, return it.
- If you value it, take care of it.
- If you make a mess, clean it up.
- If you move it, put it back.
- If it smells bad, throw it.
- If you don't use it, give it away.
- If it is someone else's and you want to use it, get permission.
- If you don't know how to operate it, leave it alone.
- If it will brighten someone's day, say it.
- If it will tarnish someone's reputation, keep it to yourself.
- If it's none of your business, don't ask questions.
- If you sign out, sign in!

Boarding Essential 25

Guideline 1

When responding to any adult, you must answer by using complete sentences (in English). Just nodding your head or saying any other form of yes or no is not acceptable.

Guideline 2

Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.

Guideline 3

If you are asked a question in conversation, you should ask a question in return.

Me: "Did you have a nice weekend?"

You: "Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?"

It is only polite to show others that you are just as interested in them as they are in you.

Guideline 4

When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your hand. Using a fist is not acceptable. Afterward, you should say, "Excuse me."

Guideline 5

Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.

Guideline 6

Always say thank you when I give you something. If you do not say it within 3 seconds after receiving the item, I will take it back. There is no excuse for not showing appreciation.

Guideline 7

Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a month.

Guideline 8

Answer all questions with a complete sentence. For example, if the question asks, "What is the capital of Russia?" you should respond by writing, "The capital of Russia is Moscow." Also, in conversation with others, it is important to use complete sentences out of respect for the person's question. For example, if a person asks, "How are you?" instead of just responding by saying, "Fine," you should say, "I'm doing fine, thank you. How about yourself?"

Guideline 9

At times throughout the year, I will give rewards for good behavior, academic performances and other acts worthy of praise. If you ever ask me for a reward, however, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward. I usually give some sort of reward to everyone who scores 100 on unit tests. If you make 100 and ask if you are getting something, no one who made 100 will be given anything.

Guideline 10

You will make every effort to be as organized as possible.

Guideline 11

Flush the toilet and wash your hands after using the washroom. When in a public rest room, get a paper towel before washing your hands. After washing your hands, use the paper towel to turn off the taps and to press the dispenser to get another paper towel to dry your hands (or use the towel to press the button to start the dryer.) The last thing you want to do is touch areas with clean hands that others have touched with dirty hands.

Guideline 12

Do not save seats in the at meal times. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.

Guideline 13

After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.

Guideline 14

Whenever you are offered food, whether it be on a buffet or treats in class, never take more than your fair share. You never want to be greedy and try to get more than you should, not only because it is wasteful, but also because it is disrespectful to others when you do not leave enough for them.

Guideline 15

If you approach a door and someone is following you, hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through it first, then you can walk through. If the door opens by pushing, hold the door open after you push through.

Guideline 16

When we return from a trip you will thank us for taking the time to take you on the trip, and you will let us know that you appreciate having the opportunity to go. I

am not concerned with being thanked; I am concerned with teaching you that is it appropriate to show appreciation when someone has gone out of his or her way to help you.

Guideline 17

When we are on field trips and we have to go up escalators, we will stand to the right. That will give other individuals who are in a hurry the option of walking up the left-hand side of the escalator. When we are going to enter an elevator, the subway, or a doorway, we will wait for others to exit before we enter.

Guideline 18

If any child in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. I am not going to let anyone in this school bully you or make you feel uncomfortable. In return, I ask that you not take matters into your own hands; let me deal with the student.

Guideline 19

Stand up for what you believe in. You shouldn't take no for an answer if your heart and mind are leading you in a direction that you feel strongly about.

Guideline 20

Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.

Guideline 21

Live so that you will never have regrets. If there is something you want to do, do it! Never let fear, doubt, or other obstacles stand in your way. If there is something you want, fight for it with all of your heart. If there is something you want to do, go for it and don't stop until you make it happen. If there is something you want to be, do whatever is necessary in order to live that dream.

Guideline 22

Accept that you are going to make mistakes. Learn from them and move on.

Guideline 23

No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to me, because I will respect that, and oftentimes I will forget any disciplinary measures because of your honesty.

Guideline 24

“Carpe Diem”. You only live today once, so don't waste it. Life is made up of special moments, many of which happen when caution is thrown to the wind and people take action and seize the day.

Guideline 25

Be the best person you can be.

Introduction

On behalf of the Boarding Staff we take this opportunity to welcome you and your child into our boarding community. We will make every effort to ensure your child's stay at TIS is a happy and rewarding experience. However, despite our best endeavors, we know that boarding life will never fully take the place of home.

The following pages contain information, which should assist in a smooth transition into boarding life. It is difficult to answer all of the questions that parents may want to ask about boarding, and for this reason the school maintains an 'open door' policy. You are encouraged to contact the school regarding issues not addressed in this handbook. We encourage you to keep this booklet readily available for future reference. In the short time of Boarding at TIS, there have been a number of changes to expectations. This Handbook can change from time to time, to suit the needs of the Boarding House and the students in it.

We appreciate the concerns parents often have about being away from their child who is boarding. Therefore, please do not hesitate to contact us should you have any questions or problems about your child's welfare or progress. Your child, in the first few weeks, may report to you regularly. Often, they will be negative experiences, and they will omit the positive, fun times. Please keep this in mind when chatting with them about life in boarding.

We hope that your association with TIS is long, happy and mutually beneficial.

Living in a Community

We encourage students to develop independence. Staff are not here to serve students and clean up after them. Rather, we live in a community where we each take responsibility for what we need. This includes:

- Cleaning up after yourself, after dinner and in your rooms. Your rooms will be cleaned weekly, but you are responsible for general tidiness in your rooms and in common areas; this includes emptying your bins daily. Consumption of food is only to be done in the kitchen and the common room.
- Be on time; in waking up in the morning, getting to meals, meetings and events. Each of you has access to the time (almost being glued to your cell phone) – make good choices.
- Read the noticeboards. The whiteboard in the hallway next to the office. This will have day-to-day information posted (including changes to routine). The larger noticeboard will have other communication that is important to know about what is going throughout the year, including menus, event information (weekend plans) and health and hygiene information.
- Interact with staff in a positive manner. When you arrive back in the dormitory, stop and say good afternoon. If you are asked how your day was, return the

question with a full sentence. “I had a good day thanks Miss X, how was yours?”

- When asking for something, always express in a full sentence, and have the word “please” follow the request.
- When you receive something from any staff member, the words “thank you” need to follow. When this does not happen, you might find what you have been given is taken away.

Aims and Goals

TIS boarding is a co-educational, secondary school program. It is committed to offering an holistic education where learning is valued, growth through diversity encouraged, individual uniqueness respected, and personal excellence fostered by a dedicated, qualified staff, within a safe and caring environment.

Students within the boarding community are encouraged to develop in the academic, social-emotional and physical domains as follows:

Academic Goals - What we want our boarders to achieve and how we plan on doing it; students are to:

- Reach their academic potential. One of the challenges about the curriculum at TIS is the required level of English reading required. Students will be assessed and based on their reading levels, will be required to take part in a structured reading program between the start of the Academic Year and the Christmas Break. This is to start to establish positive work habits. Students not meeting the reading requirements after this time will forfeit their afternoon leave and will undertake reading between 3:30pm and 4:30pm.
- Become lifelong learners who work productively as individuals and as members of a team.
- Take responsibility for their learning.

Social and Emotional Goals - Students are encouraged to:

- Grow in character within a community that promotes leadership, cultural understanding, and service to the community.
- Respect personal differences in others irrespective of sex, age, ability, appearance, culture or socio-economic situation.
- Learn, work, and grow cooperatively with other students in the boarding community.
- By the end of the 1st quarter, be able to know who everyone in the Boarding House is, and know one or two things about them.

Physical Goals - Students are encouraged to:

- Understand the links between the physical, social, emotional, and academic aspects of their life so as to obtain an appropriate balance in their lives.
- Exercise and work appropriately.
- Recreate, eat and rest in a responsible manner.

Relationship between School and Boarding

All policies, procedures and guidelines of the day school and the boarding program are derived from the same underlying ethos. Consequently, the majority of policies of the day school apply to boarding students after hours (there are some exceptions, for example with the appropriate use of social networking during free time). Additional policies, procedures and guidelines apply only to boarding students.

There are no separate enrolments criteria for boarding students however, students who apply to become boarders will meet with the Boarding Director to determine if boarding is an appropriate option for them. When students are enrolled into TIS their caregivers may elect to change their son or daughter's status between that of a day student or boarder according to their circumstances and the availability of accommodation in the residence. Boarding students may be suspended or removed from the boarding program but not suspended or expelled from TIS. However, it is not possible for a student who is externally suspended or expelled from TIS to remain in residence as a boarder.

The welfare, behavioural management, and support structures that exist in the day school are available to support boarding students and boarding staff. In particular, issues that cannot be resolved in the residence are referred to other school personnel (for example, the Head of Schools, Secondary Principal, counselors, etc.). Boarding staff members are an integral part of the TIS staff.

The residence is regarded as each boarding student's home. Therefore, access to day students is permitted at the discretion of the person on duty. This is limited to the common room for students who are not boarders. Permission is more often granted during weekend time.

Types of Boarding

TIS Boarding is a co-educational program and it offers co-educational boarding with single-sex areas within the residence building for boys and girls.

There are three options available to parents of students who board at TIS:

Full Boarding, which operates for 7 days a week. Students are required to depart the residences during term breaks.

Weekly Boarding, which operates for 5 days a week. Students are expected to depart the residences by Friday evening (prior to dinner) and return no earlier than the Sunday at 2:00pm (without prior request). Additional charges apply to weekly boarders who remain in residence for a weekend or part of a weekend. Students must be back in residence to complete their prep (study) routines. This is 7:45pm on the Sunday night.

Casual Boarding, (i.e. overnight stay or short-stay residential care if parents must be away from home for an extended period) is available on a case-by-case basis. Parents should discuss this with the Boarding Director. Day/short term boarding is subject to room availability. The rate is \$400 per day. This also applied to weekly boarders who need to stay on the weekend (at \$200 per day). This is to cover for meals, electricity and supervision.

TIS Boarding School Fees (all amounts are in MOP)

Definitions:

Full boarding

7 days per week (90000 + 6000 (Refundable) Activity Fund) + 200 for new Boarding Students.

Weekly boarding

Sunday evening (including dinner) to Friday afternoon (prior to dinner):

- (65000 + 3000 (Refundable) Activity Fund) + 200 for new Boarding Students.

Includes public holidays and non-instructional days that fall mid-week with school days prior to and preceding the holiday.

Casual boarding

Holiday/Weekend boarding/Saturday and all day Sunday/non-instructional days/PD days - 400MOP/day.

****Must inform Boarding Director three (3) days in advance if boarding on Saturday and/or Sunday, public and school holidays, PD days. Casual boarding is subject to room availability.**

Fees are inclusive of dormitories, utilities, laundry, meals, supervision, bus service, use of facilities and consumables. These fees do not include regular TIS school fees.

- Damage deposit – each boarder must pay a refundable damage deposit of 1,000MOP.

- Transportation – Friday – Bus service to take students to ferry terminal/border at 3:45pm.

Contact with Boarding Staff

Any concerns or matters related to boarding students should first be directed to the Boarding Director. You can call the Boarding Director, email the Director any time, or call the day school office during the school day. Parents who have difficulties speaking English may contact our translator in the office, or alternatively use our QQ account (tisboarding@qq.com / 2275104525@qq.com)

We expect students to greet staff when they enter the Boarding House. To this point, we would ask that they are not on their phones when they come home.

TIS Boarding School Contacts

Boarding Director	Mr Trent Newcomb	+853 6243 8672
Boarding Supervisor	Miss Claudia Holmes	+853 6280 4975
Housemother/Relief Supervisor	Mrs Tiffany Reyreso	+853 6259 8035
Duty Telephone		+853 6687 5097

Boarders’ Phone Numbers Students’ personal cell phones

TIS Day School Contacts

Name	Position	Phone	Email
Mr Howard Stribbell	Head of Schools	28533700	howard.stribbell@tis.edu.mo
Mr Dave Spreadbury	Secondary Principal	28533700	dave.spreadbury@tis.edu.mo
Miss Jody Hubert	TIS Academic Counselor	28533700	jody.hubert@tis.edu.mo
Mrs Angela Marques	TIS Reception	28533700	angela.marques@tis.edu.mo
Ms Carol Shum	Translator	28533700	carol.shum@tis.edu.mo

Staff Roles within the Residence

The Boarding Director

The Boarding Director is responsible for the Management and day to day running of the Boarding Program and its students and staff. The Boarding Director meets regularly with the Boarding Staff, and monitors the welfare of the boarding community. The Boarding Director acts in the role of *in loco parentis* (in the role of a parent) for all students of the Boarding program, attending major functions of the Boarding Program and School and is available for students, parents and staff to discuss any issues that they might have in relation to boarding. In collaboration with the Boarding Staff, the Boarding Director reviews the procedures in place in the Boarding Program to ensure the welfare of students and staff. The Boarding Director is also responsible for the enrolment of boarders and interviews each student before he/she is enrolled as a boarder. The Boarding Director is the contact person for parents regarding their child.

They can also act as signatories for permission forms for excursions/camps/courses.

The Boarding Supervisors

On a daily basis, the Boarding Supervisor is the first point of contact for the students within the residence. It is their responsibility to ensure that the boarding routine is maintained and that every student is looked after and is accounted for. They are on duty weekdays from 7:00am until 8:30am and 3:05pm until the residence is shut down for the evening. They are on duty Saturday and Sunday from 8:30am to lights out.

The Boarding Director and Boarding Supervisor live in the residence with the students and are responsible for the boarders when they are not at regular school during the day (which is 8:30am to 3:05pm). They check students are awake in the morning, supervise them at breakfast, after school, and ensure that students are settled for the night.

Housemother/Nurse

The Housemother is an important role in the Boarding House. She is there for morning inspection, to check that students are prepared for the day and have their washing ready during the week. Then, the Housemother prepares their rooms (thorough cleaning of each room is done weekly) and arranges the dormitory. She attends both breakfast and lunch on a weekday and eats with the students, and monitors their diet. The other role of the Housemother is to monitor the general health of the students. She notes medications in the journal, attends to them at school, when the nurse calls, and accompanies them to appointments when needed.

The Residence Security Guards

The Residence Security Guards are on duty all day and night and will monitor the CCTV cameras to ensure students remain in their rooms in the evenings and no unauthorized visitors enter the residence at any time.

The A to Z of Boarding at TIS

Accommodations

All residence rooms are approximately 40 square metres with an ensuite bathroom equipped with a toilet, two sinks, and a shower. All residence rooms have air conditioning. Each student is allocated a bed with built-in desk and closet and students should not bring furniture items from home for their rooms without first consulting the Boarding Director. If students want to socialize with students from other rooms, they should do so in the common areas of the residence.

Rooms will be arranged on a hierarchical basis with Middle School having four (4) bunks, Early High School three (3) bunks and an open area and the Senior Students having single beds.

After School

Boarders should not leave the school facilities or go to the residence until 3:05pm. Boarders are not allowed to return to the residence during the day, unless ill (and the Housemother has been contacted). Boarders would be expected to attend the Nursing Clinic at the school in the first instance, where a decision will be made how to treat the student concerned.

The expectation of boarders to attend sport and co-curricular activities is the same as it is for day students. It is important that the Boarding Staff in the residence know where every boarder is at all times, including practice and evening or weekend activities. Should a boarder be absent from any sport/activity it is important that the Boarding Supervisor is informed ASAP so the boarder can be located. Coaches/School Staff are to inform the Boarding Supervisor if a boarder is not in attendance at sport or an activity. Students sign out in the morning if they are not returning immediately after school. The Daily Sign Out Register is to be completed upon return to the dormitory. If a student is staying in the dormitory in the afternoon (for example on Mondays) then it is the responsibility of the student to sign themselves as "IN" for the afternoon.

Alcohol, Smoking and Drugs

All three of these are not permitted in the Boarding House.

- Possession of any types of drugs or alcohol involves serious consequences.
- Due to the danger that smoking can cause to those partaking and to others around them, we strictly enforce a no smoking rule throughout the School Campus (including the Boarding House) and on school trips. If a student is caught smoking within or around the boarding grounds or during a boarding

trip, then they will be subject to a range of consequences in line with the offence that has occurred.

- Students should be aware that they may be subject to random searches of their property and room with an adult present. Subsequent offences may result in harsher punishments or permanent expulsion from boarding.
- If a student is found with smoking paraphernalia, such as empty cigarette boxes, matches, lighters and so forth, then the student could:
 - Be gated for a period of time (not permitted off site)
 - Be required to sit a Boarding Saturday or Sunday morning detention, fulfilling a community service for the Boarding House
 - Have a letter / email sent home to parents.

Subsequent offences will result in harsher punishments.

Alcohol

Students should not return to the boarding houses intoxicated, nor should they consume or store alcohol on the school site. Those deemed to be intoxicated will initially be sent to the school medical centre for evaluation. They will then be dealt with according to school policy.

Those found in possession, consuming or supplying illegal drugs will be dealt with according to the school policy. This includes prescription medications.

The following stages are followed in case of misbehavior from students:

Stage 1 - Minor Offence

Any minor offence will be dealt with by the member of staff on duty or, if necessary, referred to the Boarding Director. Such offences may be recorded in the student file.

Stage 2 - Referral to the Boarding Director and/or Secondary Principal

This stage is reached when a more serious offence takes place or three minor offences have occurred, despite action being taken. At this stage referral to the Boarding Director could be made to request further action or merely provide information. All referrals and actions will be formally recorded in the student file.

Stage 3 - Boarding Sanctions

A boarding detention will be introduced for students displaying inappropriate behaviour and will take place during the weekend. The Head of Boarding will supervise this and it will be formally recorded in the student file.

If a student repeatedly shows disregard for the boarding rules and is gated more than twice, the student may be referred to the Head of Schools. Parents will be contacted in view of a discussion of the incidents.

Stage 4 - Referral to the Pastoral Team / Counselor by the Boarding Director

In extreme situations the Boarding Director may refer a student to the Head of School and ask Parents / Guardians to attend a meeting to discuss their child's suitability for Boarding and their future in the TIS Boarding Program.

Note: The Gating is where the student is not permitted off site and required to do supervised academic work or community service for a set period of time during the weekend.

Anti-Bullying – A Positive Boarding School Policy

It is a basic entitlement of all members of the School Community to be free from humiliation, oppression and abuse.

In bullying cases one can identify 'stronger' and 'weaker', perpetrator and victim. Bullying can occur in various forms such as:

- Racial
- Religious
- Cultural
- Sexual/Sexist
- Homophobic
- Disability
- Cyber bullying (social websites, phones, text messages, emails, photographs).

Bullying

This can present in many forms. Bullying and/or harassment of any kind is unacceptable at TIS. This can range from cyber bullying or intimidation via electronic media to physical intimidation to bullying by omission.

Each incident will be dealt with on a case by case basis, with a range of consequences for the student possible, from counseling to exclusion from the Boarding House.

Every boarder at The International School of Macao has the right to participate and enjoy their study and activities free from bullying and intimidation.

It is important that boarders should help and support each other by reporting instances of bullying

Every boarder should feel safe knowing that their personal items will not be taken or borrowed without consent.

General Points about Bullying

- Name calling, teasing and taunting are emotionally bruising.
- Other forms of bullying include rude gestures, intimidation and extortion.
- A bully gets satisfaction from another's pain, fear and humiliation.
- Even very young children learn that aggressive behaviour can help them get their own way.
- Boy bullies may be more 'visible' because of the aggressive masculine image in society; girls are inclined to use more subtle means, such as exclusion from the social group.
- An individual or a group can carry out bullying.
- Pupils who may not begin as bullies may join bullying gangs; bullies try to involve others in their activities.
- Bullies often feel confident that no one will stop them bullying in public; onlookers are then part of the bullying.
- Contrary to popular belief, victims do not always differ much from other children.
- The long-term effects of bullying can make youngsters feel isolated, believing there is something wrong with them and they deserve it.
- Bullies can be unaware of their behaviour and after an initial discussion a warning should be given before a punishment is administered.

Reporting

- Should bullying be detected or suspected this needs to be noted, in the electronic diary and brought to the attention of the Boarding Director. The Secondary Principal and/or the Head of Schools will be brought in if necessary.
- In the first instance and depending upon the severity, the bully will be told that such anti-social behaviour is unacceptable and must stop. Bearing in mind the position of the victim, the School's response to an act of bullying will always work towards the rehabilitation of the bully, once understanding and remorse is clear.
- The situation will then be monitored and firm disciplinary action involving the Boarding Director (in consultation with the administration if necessary) and parents will result if the warning is ignored. In more serious cases immediate disciplinary action will be taken and the Secondary Principal reserves the right to suspend or expel a boy or girl from the Boarding House.
- If bullying has occurred in the boarding community the Boarding Director may impose punishments, in their judgment, proportionate to the offence including gating, loss of privileges, additional duties and/or the appropriate punishment according to the school guidelines.
- Each case must be followed up to ensure that the victim is given support and to prevent recurrence of the bullying behaviour.
- The School will be thorough in its investigation of any reported or suspected act of bullying.

Cyber Bullying

Student Guidelines in Cyber-Bullying

Cyber-bullying is bullying which occurs through or with electronic media such as cell phones, cameras, email, web sites etc. It can be more intrusive than other forms of bullying because it can occur 24 hours a day, 7 days a week and may be almost impossible for a victim to escape. However, users are almost never totally anonymous online and it may be possible for the service provider (cell phone company, web site or internet provider) to track the source. It is generally against the law.

How to avoid being thought of as a cyber-bully.

Before sending a message to anyone, or posting a comment on a web site about anyone, including your teachers, think whether you would be happy to receive such a message, or see such a comment about yourself.

If not – don't do it.

Dealing with Cyber Bullying

All the normal rules for dealing with bullying apply. In particular, if you are being bullied, or you know of someone who is being bullied:

- Tell someone – a Boarding Supervisor, a teacher, or friend BUT
- Never reply to bullying or abusive messages or images, or forward them to anyone, however they should be kept as evidence
- Never give out personal details online never give out passwords to your mobile, email or other online accounts.

This list is far from extensive. Students will be informed/reminded of rules throughout the year. The rule of thumb should be: if unsure, ask!

Appropriate Behaviour and Contact

TIS is a co-educational school. In all of its policies it takes this foundation into account and therefore reflects the teachings of both in relation to relationships and sexual behaviour. As a school we seek to encourage normal friendships between boys and girls. It also recognises that in the modern world, young people are subject to a great deal of pressure through the media, internet, their peers and elsewhere to engage in inappropriate behaviour in public places at an increasingly early age.

All students and staff should expect to feel comfortable, safe and relaxed in the school environment. Pupils engaging in inappropriate contact jeopardise this and detract from the purposeful and businesslike learning environment which the School strives to promote.

Sanctions/Guidelines

Inappropriate contact includes the following type of behaviour but this should not be seen as an exclusive list – any behaviour that disrespects the School environment and/or makes others feel uncomfortable or embarrassed is unacceptable:

- Holding hands
- Hugging
- Kissing
- Touching inappropriate areas of others' bodies.

If staff are subjected to students displaying inappropriate behaviour it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the Boarding Director, who will note it in the electronic diary so that he/she can have an overview of the student's behaviour and then decide on a suitable sanction.

There are, of course, occasions when a hug or holding hands can be necessary to console someone who is upset, frightened, hurt or disturbed in some other emotional or physical sense or as a sign of affection among platonic friends. The interpretation of this should be at the discretion of staff.

Before School and the School Day

Students are expected to leave the Boarding House before 8:00am each school day. They are expected to attend breakfast which is held outside the MPR (near the Educafe) in summer and inside the MPR in the colder months.

Throughout the day the dormitory is closed to students. You must remember to take everything you need with you to school for the day. If you do forget something, you need to ring the Housemother in the first case, and if there is no answer, then you may contact one of the other staff members.

Behavioural Expectations

General

- A high standard of behavior is required at all times.
- Boarders are required to comply with instructions given to them.
- Except in special circumstances, no boarder will be permitted to come back to the residence between 8:00am and 3:05pm school days.
- While it is recognized that friendships will naturally develop in a co-educational situation, no physical contact is permitted.

Specific

- No male boarder may enter a female boarder's room and no female boarder may enter a male boarder's room at any time, for any reason.
- Boarders are expected to stay in their room but they may leave between lights out and wake up call. Water dispensers are located in each of the boys and girls sections of the dormitory.
- Smoking of cigarettes, use of illicit drugs, or possession of associated implement, and misuse of prescription drugs are strictly forbidden in the residence, at school or during activities within the school's jurisdiction.
- Possession, supply or consumption of alcoholic drinks is not allowed in boarding or at any boarding function. Boarders may not have in their possession, containers that have contained alcohol or be under the influence of alcohol at any time.
- The use of physical coercion or intimidation is not acceptable at any time.
- Boarders must respect the property of both the school and other students. No boarder is to enter another's room without permission, or touch or take items that do not belong to them.
- Any illegal activities engaged in by boarders will be immediately reported to the Secondary Principal and/or Head of Schools with consequences that could include being reported to the police.
- Leave any security pads alone.
- Do not interfere with alarms on any doors, except in case of an emergency.

Blog

The Boarding House has a BLOG that is regularly maintained with information such as contacts, menus, activities and photos.

This address is:

<http5://sites.google.com/a/tis.edu.mo/boarding.beacon/>

Boarding Duties

Each student is allocated a duty within the residence and these are rotated. The majority of these are done before breakfast and in the evening. These duties could include (but are not limited to):

- Checking that the kitchen is cleaned (benches wiped down, all appliances are turned off).
- Ensuring that the common room is closed after second prep, that the kitchen bench is wiped down and the lights and air conditioners are turned off.
- Check that the water is enough; boys will be responsible to change the water supply in the dormitory (this refers to the dispensers).

Cell Phones

In the interest of boarder safety, boarding administration should be informed if boarders change cell phone numbers or acquire an additional cell phone during the year.

The following conditions apply:

- Boarders are responsible for the security of their own phone.
- Excessive usage of the cell phone after hours could result in having the student hand in their phone after prep, and getting it back in the morning.
- Camera phones are not to be used to breach the privacy of others.
- While every care will be taken to protect all property, Boarding House and Boarding Staff cannot accept responsibility for the security of personal cell phones. Cell phones should be locked away when not in the possession of the owner and should be protected by a pin number.
- Boarders should not lend their personal cell phone (or any other valuable goods) to other boarders.
- Cell phones should be switched off if taken to boarding meetings, meals in the dining room, and movies.

Out of courtesy to others, cell phones should not be used:

- Before 6.45am.
- During prep.
- After hours on weekends, i.e. after 10:00pm.

If your phone is taken from you during the school day, the Boarding Staff will leave the decision with the teacher who confiscated the device. You must respect the rules of your classroom, as well as the Boarding House.

Co-education

Co-education is an important aspect of each young person's development. However, it is important to respect boundaries in boy-girl relationships. Although there are times when students will give each other congratulatory hugs or pats on the back, there will be no intimate contact between students. Note that TIS has zero tolerance of this type activity between students.

Common Areas

- Common area is located in the middle of the dormitory, behind the 2nd glass door.
- Boarders are responsible for the cleanliness of the common rooms and will be rostered on cleanup duty.
- Only age appropriate material may be watched on televisions in the common rooms.

- The washroom in the common room will be used for storage (and will stay locked), and not as a washroom for students. Your washrooms are close enough for you to use.
- The door to the common room is to remain open at all times.

Contact with your Child

It is important that parents maintain communication with their child and the school. The residence will have wifi access in the activities area and boarders will have their own school email address. Regular communication is also maintained through academic and residential reports, Class Connect, the school newsletter which is available on the school website www.tis.edu.mo, the school magazine *Insight*, social events, and parent/teacher interviews. The following are ways parents can maintain contact with their children while they are at boarding school, e.g. Boarding Blog and QQ account.

Technology

Students will sign an amended version of The School's Acceptable Use Policy for Technology in the dormitory. It is based on the school policy but modified, as using social media, with defined boundaries, is now an important part of everyday life.

Email and Internet

Email is also an efficient and timely form of communication. All students have an email address and have Internet access through the school network. The residence has a wireless network easily accessible to students. Email and Internet use will be monitored.

Cell Phones

The use of cell phones is permitted under the following guidelines:

- The school does not accept any liability for lost phones or telephone cards/accounts.
- Cell phones need to be registered with the boarding office at the beginning of the school year and anytime there is a change in phone or number.
- Cell phone usage (incoming and outgoing) is restricted; not during school time, study time, meal times or after lights out.
- All phones must have a PIN number known only to the user.
- It is understandable that some students have more than one phone and number, but all numbers must be registered with the Boarding Office.
- Should students break these rules, they could forego the use of the phone for a period of time at the discretion of the Boarding Director.

Mail

Parcels and other mail can be delivered to:

(First name) (Family Name)
The International School of Macao
Boarding Program
MUST Block K
Avenida Wai Long
Taipa, Macau

Please do not send items to L Block (the dormitory) as these could be lost.

Damage Deposit

Each family must pay a refundable damage deposit of 1000MOP while their child is in boarding. All breakages must be reported to the Boarding Staff. For all willful damage, students will be held responsible and charges will be made against that deposit (this includes intentional damage to the locks on the student windows, which are placed for your child's safety). Students are asked to exercise reasonable care when using school equipment and furniture. Any maintenance requirements need to be reported immediately so they can be attended to as soon as possible.

When a call out for any *intentional* damage is made, a minimum of 100 MOP will be deducted from the account (or the students asked to pay this amount). If the cost of the repair is higher than this, then the appropriate deductions will be made and the parents contacted.

Please note that this differs from everyday wear and tear. We conduct regular checks in the dormitory and note the conditions of the furniture and equipment and make appropriate arrangements for maintenance if something is not up to standard.

Day Students

- Current day students applying to transfer to the boarding house should contact the office for information. A tour will be arranged, and if there is room, and you have been invited by the Boarding Director (after consultation with administration), you will be offered a place in Boarding.
- Access to Boarding Rooms is not permitted throughout the week. Day students will be asked to remain in the common room when visiting. Signing in and out, recording the time in the dormitory must be done each time.

Door Alarms

The TIS Boarding House has an internal door to separate the boys' section (at the front) and the girls' section (at the back). The Door Alarm is set at 10:00pm (and the staff has this in their room). The alarm is turned off at 7:00am.

The front door is accessed from the outside by a code that is known to the staff. It is changed regularly to ensure proper security.

Self Wake – up at 7:15am. Out of Dorms and at breakfast by 8:00am.

Electrical Appliances

Power outlets are installed in each student's room area. The following is a list of what is, and what isn't, to be used from the power outlets in these areas:

What is supplied	What you can bring	Not allowed
Reading lights	Radios/CD/MP3 players (with headphones only)	TVs
Adaptor boards	Laptop computers (with security cable)	
Electric heaters	Hair dryers	Frying pans, toasters, toasting ovens, kettles, microwave ovens, rice cookers, etc.
	Electric razors	
	Alarm clocks	Electric blankets

Experience Week

In the first week of March, the school has an Experience Week. This is where students get the chance to take part in some wonderful and often life-changing opportunities. The Middle School has Year-Specific Trips that go on year level. The High School alternates between a conference, tailored to the needs of Modern Youth, and their own set of overseas adventures. For the more-tame at heart, there is a Dance Camp and a Sports Camp. Trips in recent years have included Vietnam, Russia, Korea (shopping or skiing), Malaysia, Philippines (diving), Cambodia, Thailand and Taiwan.

During this week (where all students are expected to go away on a trip) the dormitory will be closed. The Boarding Staff are often asked to join in and supervise these trips, and it is certainly an enjoyable chance to see the students in a different living situation, as well as a chance for us to see a different culture.

Fire

Within residential communities, fire is a serious threat. In order to minimize the possibility of fire in the residence the following items are **expressly forbidden**:

- Candles.
- Fire lighting devices (matches, cigarette lighters, etc.).
- Accelerants of any type.
- Electric radiators.
- Cigarettes (which are also prohibited for legal and health reasons).

Periodic fire drills are conducted and all boarders are to treat any alarms as **real fires**. Under no circumstances are alarms or fire directions to be ignored. The evacuation point for the residence is the grassed area, near the kitchen end of the dormitory. Students are to leave via the evacuation door at the end of the residence (except when the central door is closed; when this happens, students are to leave via the nearest exit). We are to participate in all fire drills (both TIS and MUST related).

There are chains on the windows, but these are not difficult to open with a small amount of force and can be opened in an emergency. If this were the case, then there would be no issue, but if they were tampered with for other reasons, then students would be charged 100MOP to replace the chain.

Food Committee (Dormitory)

Before the School Food Committee Meetings (which are usually held on the 3rd Tuesday of each month with Future Bright) the Boarding Supervisor will hold an informal discussion with the boarders about what they would like to see happen with the food. While all requests will be considered, not all may be able to be catered for. But it is important that students be heard regarding what they would like to have to eat.

Food in Rooms

Listed below are the requirements for food in the dormitory:

1. Food must be kept in airtight storage containers.
2. There is to be no opened food (chip packets, open noodles etc.) in rooms as this attracts insects and other creatures.
3. Food may be prepared and consumed only in the kitchen and/or common room.

General Behavior in the Residence

Life in a boarding community relies upon all members of the community being courteous, cooperative, respectful and considerate of others. With this in mind the following behaviour standards for the Residence have been developed.

Respecting the Needs of Others

Students are required to deal respectfully with staff and other students at all times. Ways of doing this include:

- Communicating with the staff in English in a respectful manner.
- Keeping noise levels low, particularly after lights out and before wake up.
- Being aware that people sometimes need time to be alone.
- Not using sporting equipment in the residence.
- Respecting the privacy of others.
- Seeking permission before entering the room of another student or borrowing anything belonging to others.
- Avoiding bad language and rudeness to others.
- Being punctual for all activities, including meals (without being directly told).
- Taking care of your possessions and keeping your personal space tidy.
- Ensuring that public spaces like the common rooms, dining space, pantries, and the laundry are left tidy and participating in the residence duty roster.
- Ensuring that all appliances are switched off when they are not being used. This includes hotplates in the kitchen area, and airconditioners and lights in your rooms.

Being Responsible for Yourself

Each student has the right to expect to be treated well by others, but with this right comes responsibilities to others within the boarding community. These responsibilities include:

- Staying within bounds during the day and in your room after lights out.
- Maintaining a good and acceptable standard of behaviour within and outside the school.
- When on leave, returning by the time stipulated by the person on duty (and having your phone on at all times outside of the residence).
- Travelling in vehicles with drivers that have been labeled designated by parents and guardians.
- Behaving well at meal times whether at school or in the Common Room of Boarding.
- Dressing appropriately on all occasions, including your school uniform and on free-dress days at school.
- Taking care of your possessions.

General Weekday Routine

- We encourage our students to develop a sense of responsibility about their routines.
- Students are responsible for waking themselves up in the morning. All students need to be up by 7:15am (staff will check at this time). All students have a phone these days that has an alarm, so this is not an unusual request.
- Breakfast is at school between 7:45am and 8:15am. Depending on the weather, it will usually be in a certain area. This changes with the seasons as well. Students who are not at breakfast by 8:15am without a valid reason, will not be served.
- School is from 8:25am to 3:05pm. Students will not be permitted back to the dormitory throughout the day. If they have forgotten something, they need to contact the Housemother, who may let them in. This does depend on if she is available.
- After school – 5:30pm (5:15pm between November and February). This is activity time and social time. The dorms will be open Monday and Wednesday for study only (no games) between 3:30pm and 4:30pm. On Tuesday and Thursday, the dorms will be closed from 3:30pm to 4:30pm, weather permitting. Middle school students and Year 10 (1st Year) will only have one Thursday afternoon in Zone 2 leave. Other students will have 2 leaves to Zone 2 per week.
- This after school time can be used for Raz Kids, Reading, Tutoring, ASSETT, Extra Curricular Activities (ECA), sports, or other clubs.
- Dinner – 6:00pm.
- Prep and Activity in the school until 8:00pm. Students may visit Circle K after this time, in groups, but must be back in the dormitory by 8:15pm (and let the Person on Duty know).
- Break is until 8:30pm.
- 2nd Prep runs from 8:45pm to 9:30pm. This will usually involve a number of things from additional study time, group study in the common room, reading and completing of Raz Kids, preparing for bed/showering. There is to be no gaming during this time.
- Prepare for Bed/Lights out 9:45pm.
- Late Checks will be completed by staff if inappropriate behaviours are noticed. The window locks will be checked regularly.
- This routine can change without notice, if there is something that can be done better.

Gym and Recreational Facilities

The gym is open after school, and can be used by students wanting to exercise. We will be holding at least one alternative prep arrangement, where students can access the gym at night, and can opt to study in their rooms in the afternoon. Students must bring a towel and a water bottle when exercising.

Health Care

There is a nursing station located on the ground floor of the TIS school building. It is open during regular school hours. During School Hours the Housemother is responsible for taking students to doctors appointments (but not necessarily attending the actual appointment). After school hours, all boarding students have access to the University Hospital on campus if necessary. It is important that medical details for boarders are kept up-to-date and that the Boarding Director is informed of medical conditions that may have emerged through holiday periods or weekends. When treatment is required, the boarding staff will endeavor to notify parents prior to consultations and always after visits to health care professionals (e.g., doctors, dentists, counselors, etc.). **Please ensure we have an English speaking contact to enable staff to relay information accurately.**

When students return from the doctor or home and they bring medicines back onto the school campus, medications are to be handed to the Boarding Supervisor, with instructions on how to administer. Students are not allowed to have complete doses of their own medications, irrespective of whether they are prescription drugs, natural remedies, or over the counter medications. The only medications permitted in student rooms are asthma relievers (i.e. Ventolin), or Epipen for those who suffer allergic reactions.

Procedures

- Student medical forms must be fully completed and submitted to the Boarding Director at the beginning of the school term.
- Overseas students must have private medical insurance and a copy of the policy details must be presented to the Boarding Director at the beginning of the school term. It will be placed in the student's confidential file.
- Boarders who are ill or injured during school hours should report to the nursing station in the school building. The Housemother will be notified and will care for the student accordingly.
- Boarders who are ill or injured between 3:00pm and 11:00pm weekdays and on weekends should report to the Boarding Staff. If deemed necessary, the student will be taken to the University Hospital on campus or the Hope Medical Clinic.
- Medical, dental and other appointments for boarders can be arranged through the boarding staff so that transportation can be organized. The Housemother will take the student to the hospital and stay until diagnosed.
- Boarders who are ill at home should not return to boarding until they are well. If boarders report sick at the commencement of a school day they are required to see the School Nurse and the Nurse will deem if they need to stay in the infirmary or be taken to the hospital or doctor. Where necessary, rooms will be quarantined to prevent the spread of any disease through the dormitory. Due to limited space, this could be a challenge, and it is best if weekly boarders stay home if possible when they fall sick.

- The Boarding Director will liaise with parents of overseas students who become ill to ensure they are fully informed of any concerns, and to discuss any resulting issues.
- The school requires all students to be fully immunized before commencing school. The student's record of immunization must be submitted at the beginning of the school term and will be kept in the student's confidential file. Booster shots or seasonal flu shots can be carried out at the school if necessary.
- Students who are sick in the morning will be reviewed at 11:00am to see if they can go to school at lunch time. Students who are in the dorms, unwell for the entire day, will be required to stay in the dorms after school and will not be permitted to sign out.

Homesickness

It is perfectly normal for young people living in completely new surroundings to feel strange and to want to go home. Often homesickness reflects a very positive relationship with family and friends and the home environment. We have included a number of observations on this challenge and feel that our suggestions may help your child to overcome homesickness as quickly as possible.

- It is important for them to realize that homesickness is normal, that they are likely to experience it from time to time and that it is something they should not hide from. It is important for you, as parents, to emphasize the need for complete involvement in and out of the classroom. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.
- Initially telephone calls should be kept to a minimum. Please discourage your child from phoning you constantly in the early stages. We have noticed many times that a boarder, apparently coping with a problem quite well, after calling home, suffers a severe setback.
- It is important for you to realize that you will hear of, or experience, the worst of your child's homesickness. Boarders will tend to make contact when they are feeling at their lowest. They will also tend to exaggerate the worst features of the boarding community in an effort to convince you to take them away.
- Poor grades and difficulty with work are often closely related to homesickness in the early stages.
- A recurrence of the problem is quite common after the first few weekends out or term vacations. However, it is usually overcome very quickly on returning to school. We encourage you to let your child experience the normal activities of the boarding program as much as possible.
- Please encourage your child to see the Boarding Director, a member of the Boarding Staff or a School Counselor if the problem seems to be ongoing. Often discussing the problem with someone not directly involved is of great assistance.

- Closed weekends occur twice a year (once per semester, e.g. Semester 1 October/November; Semester 2 May), offering the chance for boarders to get to know each other outside the day-to-day routine. These closed weekends occur on the Community Day Weekends, allowing further connection with the day school.

It is our aim to help you and your child cope with the settling in period. Understanding, patience and firmness would appear to be the most important qualities necessary for a relatively smooth transition to the new environment. Above all, please do not hesitate to contact the Boarding Director if you wish to discuss the problem.

As well as your child experiencing homesickness, it is not uncommon for you, as parents, to also feel 'homesick for your child'. The following are a few observations that might help you cope with your own sense of loss:

- The sense of loss may not be as obvious for you as it is for your child because your daily routine continues. Acknowledging the sense of loss for you is just as important.
- When a child goes to boarding school, there is a change in the structure of parenting because the daily dependence of the child is no longer present. Your child will quickly establish an increasing level of independence and often parents are caught unaware of the sudden move of their child from childhood towards the adult world.
- Despite planning for your child to go into boarding, the reality comes suddenly – one day he/she is at home and the next he/she is not. Do not underestimate the effect it may have on you. Please feel free to contact the Boarding Director about your own concerns as well as those of your child.

Homework/Prep Time

Within the context of an educational institution, one of the most important aspects of a student's daily routine is that of consolidating the concepts and knowledge that has been learnt throughout the day or indeed the course they are studying. So, it goes without saying that 'Prep Time' is one the most significant times during a boarder's day.

There are some fundamental expectations of boarders during **first prep (which is usually from 6:30pm to 8:00pm in the library)**:

- a) Prep Time is exactly that – time to study. No washing or ironing should take place during either of the sessions.
- b) A quiet study environment is maintained during Prep Time.
- c) Boarders will to be removed if they are disruptive to this study time. They will be moved to the study desks near the supervisor of the prep session.
- e) **All doors of the rooms** must be pinned back or left ajar during prep times.

This is to reduce non-studying behaviours.

- f) Boarders can listen to music, but only through the use of head phones.
- g) Any boarders wishing to engage in collaborative work can do so by moving into the common rooms. No collaborative work is to be done in student rooms, as this could disturb others.
- h) Until determined (by the staff), all students who are in the IELL program, in Middle School, or in Year 10 will be required to do reading for half an hour in the common room from 8:30pm to 9:00pm. This is so you can establish a good habit of reading. This is phased out in November, where it can become part of the prep routine.
- i) Second prep usually lasts for 45 minutes (can be longer if there is more work to do). Staff will come around and turn lights off at 9:30pm. Students can keep working using their lamps in their desks. This is usually the time to start preparing for the next day, and for sleep.

Holiday Periods

Students are to leave the Boarding House during holiday periods. It is understandable, in an international environment that flights need to be arranged. Parents need to communicate this information with the staff to allow smooth running of the Boarding House. A staff member is rostered on until the day after school finishes. Boarding will reopen at 3:00pm the day before school is due to recommence. However, if flights are due earlier, it is the responsibility of the student to let us know as soon as they know, so appropriate supervision can be arranged.

Immunisations

The school offers the latest flu shot throughout the year. It is important that students are immunized, especially living in such close conditions. We can sign the flu shot (as in loco parentis). If you do not wish to have your child immunized, please contact the Boarding House to let us know this.

An immunization record is also important to have in the instance of an accident. For example, tetanus is a common immunization in instance of an accident. We would ask that you inform the dormitory, in the medical consent, the immunizations your child has had (a copy of the record would be satisfactory).

In Loco Parentis

In order to facilitate boarder's participation in school sports, excursions and events, the Boarding Director may sign any school documentation on behalf of parents as their guardian. Unless otherwise informed, the Boarding Director is able to commit up to 1000MOP on behalf of parents to pay for school sanctioned educational excursions, retreats or camps as well as DSEJ athletics fee (this will be taken from the Activity and Medical Fund, deposited at the commencement of

the school year). We expect boarders to inform parents of their participation in these activities. Medical documentation will be completed the DSEJ Health Check. Please let the school know, in writing, if you do not agree to these arrangements.

In Loco Parentis also applies to the authorization of emergency medical treatment as well as representation of boarders in the instances of police matters (limited to reporting of thefts). Parents will be contacted at the earliest opportunity to inform them of the situation.

Laundry

- Boarders must ensure that all items are labeled. School uniforms that are not appropriately labeled will need to be washed by students.
- Boarders have washing and drying machines for their use, after school hours.
- The last load of washing is to be started prior to the end of the prep break (8:30pm) weekdays and before 9:00pm on Friday and Sunday.
- Staff have access to the machines on Saturday; students on Sunday.
- All personal clothing should be washed regularly.
- Boarding staff will assist students in doing laundry, but will not do it for them. Be mindful that there are others in the Boarding House, and to make sure that you remove your laundry once it is finished (do not leave it in the machine for extended periods of time).
- Bedding and linens must be washed once every week.
- The laundry area should be left tidy each day.
- The school will provide laundry soap. If a student has allergies or sensitive skin, that student should bring his/her own laundry soap.

Leave Policy

Approval of Leave

Parents, guardians and students should be aware that all leave is granted at the Boarding Director's discretion. It is not to be seen as an automatic right.

Procedure for Application for Leave

Students must apply for leave by filling in a Leave Slip for Day or Overnight/Weekend leave and submitting it to the Boarding Supervisor at least three (3) days before the requested leave date. Parents/guardians must email, fax or phone their approval for the request and to the Boarding Supervisor at least three (3) days before the requested leave date. Late submission of Leave Application Form or Leave Slip may result in leave not being approved. Students must fill in Leave Slips accurately and clearly with full details. On approval of leave, the Boarding Supervisor or the Boarding Director will sign the Leave Slip.

Procedures for Taking Leave

Before leaving the residence to take approved leave, students must sign out of the Boarding House. They must also sign back in when returning from leave. Students must sign in themselves, and not get someone else to do it for them. Students may sign out in the morning if they are not returning to the Boarding House after school. The sign out sheet will be on the shelf outside the Supervisor's office before school each day. It is a legal document and requires completion at all times. When staying in the dormitory after school, it is important that the column where leave is taken is marked "IN".

Late Back from Leave (Weekend Leave)

Students must return to the residence at the designated time and by 7:45pm at the latest. If delayed, parents, guardians or the responsible adult must phone the Boarding Supervisor (regardless of the time of day or night) to notify him/her of the student's late return to the residence. This expectation must be fulfilled or the student will be treated as absent without leave.

Sport, School, Boarding Commitments and Leave

All sport, co-curricular, school and boarding commitments must be met before Approved Leave is taken. Any outstanding boarding duties will need to be fulfilled prior to departure for Approved Leave. Before departure, students must have their areas tidy to "inspection standard". Leave from the residence does not mean leave from school activities. The Boarding Supervisor will assist the students in arranging travel as required. All travel details will be recorded by the Boarding Supervisor.

Types of Leave

Leave over Study Time

This leave will only be granted with parents and grandparents with approval of the Boarding Director.

Students are allowed to miss, at maximum, one night from study. This is for school related events (sports or academic activities). Meals with parents should be restricted to one night per week.

Day Leave (Saturday or Sunday)

This leave is granted so that parents/guardians/approved adults may spend time with the boarder. The duration of this leave may be from any time between breakfast and lights out on Saturdays and between breakfast and 7:45pm on Sundays but must take into account any outings planned.

Overnight/Weekend Leave

This is designed to allow a student to be with family or to attend a special function. If a student is not going to be with his family or guardian, then his parents or guardian must contact the "responsible adult" who will have legal

responsibility for the student for the duration of his/her leave, and to discuss arrangements for the safety and well being of the student. They must appear on the registered sign in sheets completed at the beginning of term. These can be modified in writing through the Boarding Director anytime.

School Vacations

These provide an opportunity for students and staff to leave the residence to visit family or friends. These are compulsory leaves where all students vacate the residence. Boarders will need to be back in residence on the day prior to the commencement of classes or earlier, as advised, for the start of the new school year. These holidays include Fall Break, Christmas Break, Chinese New Year Break, Easter Break and Summer Holidays. Understanding is given to flights needed for our students who need to travel early. Information from parents, as early as possible, prior to these breaks is appreciated. All other times (except for the biennial high school Experience Week), the Boarding House will be open and staffed.

Leave from Class

Should a student need to leave class early to go on leave during term time (e.g. he/she may need to catch a ferry to HK), the parent/guardian will need to email the transport details to the Boarding Director and request permission from the Principal of the Secondary School for their child to leave class early. The Principal will then consult the Boarding Director before emailing the parent/guardian with an approval or rejection of leave.

Lights Out

The main lights in the room are usually turned off at 9:30pm. Once lights are out there should be quiet. Students should not leave their rooms and certainly should not enter the section for the opposite sex. Additional study time can be arranged, but must be mindful of other students in the room.

Living Areas

All boarders are responsible for keeping their rooms tidy. Rooms will be inspected when students leave for school. During weekends, rooms should be kept tidy at all times. Doors could be locked if inspection standards (listed below) are not met. The following is a list of requirements for keeping a room tidy:

- Desks should be neat.
- Bins must be emptied in the large bin near the kitchen.
- Clothes should be neatly hung up, or folded in cupboards.
- Beds should be made with covers neatly arranged.
- Shoes should be put away.
- All rubbish should be removed from the floor.
- Counter tops should be clean and orderly.

- The space around furniture should be clean and tidy so that cleaning can take place.
- When leaving their rooms each weekday, boarders should leave their door open for ventilation. Windows and curtains should also be left open.
- The Housemother will mop and clean the residence bathrooms and bedrooms on a weekly basis.

Meals

All meals are taken in the EduCafe (in summer) and in the MPR (in winter). All boarders dine together. TIS engage caterers (Future Bright) to prepare meals for the boarding students. Students are given the choice of two meals every evening. They can select from an Asian themed option and a Western option. Choices are made on the noticeboard in the hall of the Boarding House by lights out Wednesday for the following week.

The catering staff can provide a limited range of meals for students who have special dietary requirements (e.g. vegetarian, food allergies and intolerances, etc.). Please let the Boarding Staff know of any requirements you may have upon enrolment. Variations can be made for students who have issues throughout the year as well, with the appropriate notice. (e.g. students getting orthodontic work).

All students are required to attend each meal. An additional charge of 200MOP per night is applicable to weekly boarding students who remain in-residence on weekends. This is to cover the catering costs for the dorm.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	7:45-8:15am	7:45-8:15am	7:45-8:15am	7:45-8:15am	7:45-8:15am	In dorm	Brunch 11:00am
Lunch	School 12:10pm	School 12:10pm	School 12:10pm	School 12:10pm	School 12:10pm		
Dinner	School 6:00pm	School 6:00pm	School 6:00pm	School 6:00pm	School 6:00pm	Cook in; Takeout/ delivery; Eating out (various times)	School 6:00pm

Every effort is made to make boarding menus available on our blog. The kitchen staff appreciates feedback, with formal and informal surveys conducted frequently. Every effort is made to cater for special dietary conditions. Please refer all dietary matters to the Boarding Director.

Boarders involved in extra curricular events need to arrange for their meal to be takeout. This can be done the morning of the event, with the Person on Duty. The meal will be waiting for them on their return to school. Boarders are also catered for if they go on camps and excursions, with takeout lunches provided, in just the same way that a family would provide for a child going on this kind of event. We emphasize the independence, self-management and organization

skills boarders need to develop. They must make these orders themselves (with the Boarding Staff) and anticipate changes to the daily school routine.

Medications

- All medications are to be held by the boarding staff and given to students at the required times.
- Students **are not** to keep medications in their rooms. This poses an unacceptable risk in a communal living space. Medications are to be given to the Housemother for management of dispensing and safe storage. All medications given are signed off in the student's medical file.
- There are a number of over-the-counter medications (for colds, coughs and asthma) that we have in the office in the dormitory. Parents are asked to complete a form outlining those which you would permit us to administer to your child.

Monitoring Student Whereabouts

The Boarding Supervisors check attendance first thing in the morning, upon return from school, during each study session and at lights out. TIS teachers also mark attendance for each class during regular day school. For school functions and events including sport, all students are to report to the Boarding Supervisor. The Boarding Supervisor will make appropriate notations in the Boarding Diary. Students should see the Boarding Supervisor the evening before to record these details.

If a student does not return within half an hour after the estimated arrival time, the Boarding Supervisor will call the student's cell and host and try to contact other students or staff who might be at the function or event.

The Boarding Director will be contacted if an hour has lapsed and the student has not returned to the Residence.

MPR – Dining Area

Breakfast and Dinner will be served in the MPR. Students will eat (in summer) on the tables near the EduCafe. In wet weather the large circular tables are to be used. During the colder months, meals will be served and eaten inside the MPR.

- Boarders must wear full school uniform to breakfast and lunch on weekdays.
- Neat casual clothing and footwear can be worn to the MPR at other times.
- Good table manners are expected from everyone in the dining room.
- Boarders must clean the table they were sitting at before leaving the dining area. The catering staff are not there to pick up after you, neither are the boarding staff.

- Additional meals are available, if you are hungry. Please ask the staff on duty, as these may be needed for boarders who are involved in sports or other activities.

Ordering Food

During the week, ordering food is not permitted. We work hard to ensure your child is being looked after with their meal choices. It is their responsibility to ensure that they have chosen from our nutritional options. Each night, there are two options. One is an Asian dish, while the other one is Western.

Students who have other commitments will have their dinner saved. Ordering during the weeknight is not an option.

Outings and Activities

Afternoon Leave and Leave on Weekends for Students

We have devised a leave system that will allow students to develop their independence and pursue their interests throughout the week.

- Zone 1 – This is the school grounds and the MUST Campus (including Pacific Coffee and Circle K).
- Zone 2 – This includes Old Taipa, the Venetian, Sands and COD.
- Zone 3 – This is Galaxy/ Macau and Coloane (available Friday afternoons, weekends and Public Holidays only).

There are exceptions to certain types of leave. You need to discuss this with the supervisor to see if it is manageable.

During the week, we want you to stay busy in the Boarding House. Finding activities to do is part of that keeping busy. The school offers three sessions of extra-curricular clubs throughout the year. We expect that boarders (not involved in a school, representative sport, will take one of these up in each session).

The following expectations throughout the week will apply:

- Monday – Dorm remains open (quiet study, reading etc.).
- Tuesday & Wednesday – Extra Curricular Clubs, School Service, Tutoring.
- Thursday – Leave to Taipa/Venetian.

Students in Year 11 and 12 may ask for a second trip to Zone 2, providing they are keeping up with their work as well as being responsible in their expectations in the Boarding House (signing in and out appropriately, maintaining appropriate communications with the dormitory, phone on, giving appropriate notice if back from leave later than expected).

Examples of things that can be done after school include:

School organized activities (after school clubs and activities, sport), community activities, supervised boarding outings, unsupervised off campus with appropriate boundaries considered for students' age, maturity and behaviour. These unsupervised activities are at the discretion of boarding house staff and if parents are not happy with these arrangements they must advise the child and boarding house staff.

Pantry

The common room of the residence has a kitchenette. The pantry is available to students to make snacks (i.e. instant noodles) if they are hungry between meals. The pantry is equipped with an electric kettle, microwave, toaster, toaster oven and refrigerator. Students are responsible to clean up after themselves when using the pantry. Each room will be responsible for maintaining the kitchen area on a roster basis, but will not clean dishes left by students.

Personal Computers and Devices

Boarders are expected to comply with the 'Internet, Email and Computer Network Acceptable Usage protocol' as published in the School Diary. The IT staff will, on designated days, configure boarder laptops for access to the wireless network available in the boarding house. Boarders are not permitted to bring USB network dongles or other connections which could allow unrestricted internet access. TIS encourage the use of laptops for study, particularly in the senior years. Additionally the common room in the boarding house is provided with at least one networked computer for boarder use.

Boarders are individually responsible for their own laptops and should not lend them to other boarders. Boarders are to ensure that their laptops are 'clean' before they are used at school (viruses, spyware and addware). Laptops should be protected with up-to-date anti-virus software.

Boarders should always log off as soon as they leave a computer no matter the reason and should never divulge their login password to anyone. If they suspect that their password has been compromised they should change it immediately or see the IT staff and have it changed. School computers are only to be used for matters related to schoolwork and parental contact.

At the end of the week, for weekly boarders, you must hand in your computer to the office, when you sign out (if you are not taking your computer home with you).

Personal Hygiene

It is essential that all boarders know the importance of showering daily, changing underwear and socks regularly, using clean linen and towels, the need for soap, shampoo and deodorant. Without this knowledge, it is possible that a boarder may be ostracized by his/her peers, creating a difficult situation for both the student and boarding community members in general. Guidance and help is given whenever possible by the boarding staff but an awareness of this before students commence boarding would help avoid any potential problems.

Personal Possessions

Please note that closet and drawer space are generally less than what the children have at home, so boarders should come to school with a **minimum of possessions**. Boarders should keep clothing to the minimum needed for that term and should avoid bringing expensive designer clothing and accessories to the residence. **All personal items and clothing must be marked with the boarder's name. The school is not responsible for lost/stolen personal items. If clothing is not named for easy identification, then it will be the responsibility of the boarder to wash his/her own clothes.**

The following is a guideline for clothing and personal items that boarders should follow when packing for boarding school:

- Uniforms (Day and PE).
- 3 sets of casual clothes.
- Underwear, socks, pyjamas.
- Warmer clothing (jacket – both TIS and casual).
- Jeans or long pants.

To assist with maintaining the quality of the boarder uniforms, the expectation is to change out of uniform when returning from school.

Posters/Pictures

Posters, photographs, pictures, etc. can be placed only on designated bulletin boards following staff approval. To protect each boarder's privacy, the use of cameras, camera phones, and video recorders is strictly prohibited in student rooms. The prohibition of recording devices is taken very seriously and disregard for this will result in disciplinary action.

Residence Bank

The Residence operates a Residence Bank, for younger boarders, to help monitor and to look after the students' money. These accounts are extremely convenient and enable students to take out small amounts of money regularly,

rather than larger amounts from a bank. The amount of money your child requires depends on the individual. The types of items on which students spend money could include birthday presents, stamps, phone calls, food items, personal hygiene products, bus fares, and haircuts.

Some parents may prefer to open a bank account in a local bank for their child. There are Bank of China, ICBC, BCM, and Tai Fung Bank automated teller machines on campus on the ground floor of the MUST library and beside the 7 Eleven on campus.

Large sums of money in the residence are a temptation for theft, so boarders are encouraged to keep only enough money in their possession for necessities. TIS will only be responsible for money that is held in the Residence Bank. TIS will not accept liability for any money that goes missing from elsewhere.

Signing of Forms

In the Boarding House, the Boarding Director acts as “In Loco Parentis”. Some of the permission forms for certain excursions may be signed by the Boarding Supervisor, particular in the case of Middle School Boarders.

Boarding Staff can sign Reading Forms, and Permission Forms for day excursion. Other forms must be taken to the Boarding Director.

- Overnight Excursions, excursions outside of Macau, work experience and representative sporting teams’ forms etc. need to be signed by Boarding Director. These forms need to be presented prior to the day of the excursion.
- Boarders need to keep their parents informed about all activities in which they are participating e.g. sporting, cultural, academic, work experience, etc.

Sign out / Sign in

All boarders leaving the school grounds at any time must sign out and sign back in on their return. Usually this is done on the “barn door” outside the Boarding Office. Boarders who leave the grounds when the PoD desk is not staffed must sign out, in the appropriate place.

If you choose not to go out for the afternoon, you need to write “IN”. These are official records, and need to be kept accurately.

Sleep and Routines

Adequate sleep is very important in the development of healthy adolescents. Boarders are expected to fit in with the boarding house routines and to retire and go to sleep soon after lights out. Daily routine ensures that there is time for

regular responsibilities to be completed. Respect for prescribed routines is a fundamental community expectation.

We can assist you if you have challenges with the routine, by limiting your time with technology. This often becomes a challenge to good sleep. It is recommended that you keep your technology use to a minimum in the half hour before sleep.

Transport

- Transport is organized through the Boarding Office for the first few weeks. Students traveling to the Border Gate and the Ferry Terminal will be taken by the school car.
- Transport back to the dormitory at the end of leave arrangements is up to the family. Casino buses take students to and from the Ferry Terminal (Macau and Taipa), Airport and the Border Gate to City of Dreams (which is across the road from the Boarding House).
- Students are allowed to bring a bicycle to the Boarding House, but a helmet is compulsory for students when riding. This must be done up when in use.

Typhoons and Other Emergencies

The Boarding Director will monitor the progress of all typhoons during an alert. There is a telephone tree in place and the Boarding Director is contacted immediately by the Secondary Principal when school has been interrupted by such emergencies.

We have a supply of non-perishable food in the Boarding House for such an occasion. Sometimes, when school is cancelled, Future Bright (the catering company) can provide us with meals in house. We would go over and collect them and consume them in the common room.

From the first night in Boarding, students are walked through alternate routes in the event evacuation is necessary. Fire drills are carried out yearly. We are expected to take part in both the organized fire drills in the dormitory (specific to TIS) as well as the ones organized by MUST for the university students.

Uniforms/Casual Attire

Students must wear the appropriate school uniform at breakfast and during the regular school day. Students may wear appropriate casual clothing (no revealing clothing such as tank tops/spaghetti straps, short shorts, etc.) once home from school, unless participating in a school activity or fieldtrip. On weekends, students may wear casual clothing, unless otherwise instructed by boarding staff. Boarding staff can request that a student change his/her clothing at any time if they deem it to be inappropriate. The Boarding Director will settle any disputes.

Uniform Shop

The uniform shop is located in the front foyer of TIS is open weekdays for boarders to purchase uniform and accessories. Fitted uniforms can be purchased from Pan Pan and should a boarder need a new uniform, arrangements will be made to take the student to the uniform shop or for a representative of Pan Pan to come to the school.

Valuables

Parents have this option, upon arrival, to place sums of money into the office.

Passports

Passports (and ID cards that allow you to leave Macau) are also to be held at the office for safekeeping. They are to be signed in upon return to the dormitory when returning from weekend leave. They are available for collection when leaving (usually on a Friday afternoon).

We will not be able to take responsibility for them if they stay with the students. Students should resist the temptation of bringing expensive or sentimental items with them to Boarding School. They are encouraged to lock items of value away (wallets, tickets, electronic devices) in their rooms.

Students are provided with a lock when they come into the Boarding House. The lock will have a number of keys, and one key needs to be provided to the office when settling in. Locks that are not purchased by the Boarding House are permitted, but again, a key needs to be provided. Failure to provide such a key could result in the lock being removed.

Students will have a locker in the school and their room. Combination locks are available from the school and the combination should not be shared with anyone.

Some students treat their expensive personal goods with very little care, which can cause a number of difficulties in the area of lost or stolen property. TIS will accept no responsibility for any item not lodged with Boarding Staff. Insurance should be investigated to cover the replacement of expensive items that may be lost or stolen. They will be stored in the office if they are left in the dormitory rooms for any extended period of time. Again, this is the responsibility of the student to hand in the computer when leaving for the weekend. Doors to rooms will be locked when there are no students in that room for the weekend.

Visitors

- Need to be introduced at the office.
- Check room is free of other boarders, or that they do not mind.
- Academic Tutoring – can be done in Common Room.
- Accompanied by the host boarder at all times.
- Parents may enter the Boarding Houses only after seeing the PoD or Houseparent who will announce and accompany them to the house on their arrival.
- Male persons are not permitted in the female Boarding Houses and female persons are not permitted in the male Boarding Houses, except if accompanied by boarding staff member.

Parents and Grandparents may visit at any reasonable time but are asked not to interrupt lessons, meals, or study sessions, except in cases of emergency/exceptional circumstances. Parents should notify the school (during school hours) or the Boarding Supervisor (after regular school hours) of their arrival. Students are to introduce an approved visitor to the Boarding Staff on duty upon his or her arrival at the School.

Day students who wish to visit boarders must first sign into the Boarding Supervisor. Day students must leave the residence by 5:15pm on weekdays. Visitors are not to be entertained in the students' rooms. They may be entertained in the common areas of the residence or the school grounds.

Custodial parents of boarding students must communicate access conditions for non-custodial parents to the Boarding Director. This information will be relayed to the Boarding Staff.

Weekend Routine

Friday to Sunday (include Closed Weekends – twice per year)

- Start coming back at 2:00pm, unless otherwise prearranged (notice needed).
- We determine weekends as the period of time between Friday 4:00pm and Sunday 4:00pm. The weekend routines are guided by a number of influences:
 - (a) School events (sporting tournaments, music and cultural experiences)
 - (b) Academic timing (exams and assessment time)
 - (c) Boarding calendars (published every quarter on the TIS Boarding Blog)
 - (d) Planned Boarding House events and outings: formal dinners, end of term outings and late night shopping
 - (e) Boarding numbers and staffing
 - (f) Weather (including Typhoon warnings)
 - (g) Boarder negotiation
 - (h) Risk Assessment and Variation of Routine.

The Boarding Director and the Boarding Supervisors will arrange outings and activities. Bigger outings (such as day trips) will be generally outlined in the Boarding Blog. However the influences mentioned above will determine what other activities or outings that the dorm may engage in.

Closed weekends occur twice a year in the Boarding House. They are a mix of planned activity, relaxation and community involvement. They coincide with the Community Day Weekends (which are usually in November and May, depending on the calendar). We expect our boarders to be present. Written confirmation needs to be provided to the Boarding Director by the Tuesday prior to the Closed Weekend.

Important:

- **Any student who will not be returning to the school on a Sunday evening must have a parent inform the Boarding Director as soon as possible.**
- **Parents should also inform the Boarding Supervisor of the proposed time of return (to be completed on a Thursday night).**

What to Bring to Boarding School

All School Uniforms and casual clothing must be clearly and permanently marked with both the boarder's name and laundry number. Space is limited, please be selective with what is brought to boarding.

Boarders are encouraged to make their areas as comfortable and homely as possible without interfering with the operation of the boarding house and the space of others.

Photographs, mementos and soft toys can help, but too much clutter can make it difficult for boarders to keep their personal area tidy. Parents are asked to monitor the amount of 'stuff' that boarders bring to boarding. Please refer to the suggested clothing requirements.

All items are to be clearly marked with the boarder's name.

After School Dress Code School uniform is worn for the school day. We expect boarders to change into casuals after school to protect their uniforms.

Outings and Activities Dress Code Dress clothes will be needed for outings to some activities during the year. Boarders are expected to have suitable clothing (see clothing list) for these special occasions.

Boys are expected to have a collared shirt and a good pair of jeans or slacks as well as suitable footwear.

Boarders may bring skateboards, roller blades and bicycle to school with them. These items will be stored for them and they may access them after school and on some weekends for use on the school property or on outings to the Skate Park.

Appropriate protective clothing is to be worn (minimum of a helmet).

Wifi/Internet Access in Dormitory Personal Wifi in Dorms

The start of the 2014 school year, the dormitory will have a full wifi connection. This will be monitored, and will be turned off at 10:00pm. Students will not be permitted to have their own wifi connections. This is important for two reasons; to monitor what your child is accessing, and to ensure that they get adequate sleep at night (and are not staying connected). We would ask that you support us in keeping personal wifi devices at home.