

# UWC-CSC STUDENT HANDBOOK 2018-2019

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## INTRODUCTION TO UWC-CSC

UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future.

Opened in 2015, UWC Changshu China is the first UWC in the mainland of China and the 15<sup>th</sup> in the world. The school is located on the northern shore of Kuncheng Lake in Changshu, Jiangsu Province, around 110km from Shanghai. UWC Changshu China offers a transformative and challenging educational experience in a multicultural environment. Our students come from over 100 countries and regions with different cultural and socio-economic backgrounds. They are competitively selected in their own countries by UWC National Committees and many receive needs-based scholarships.

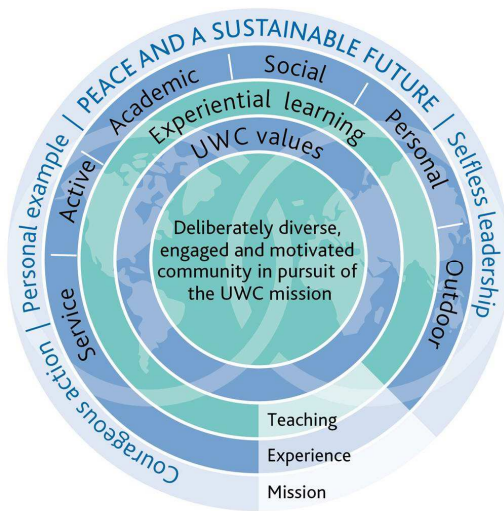
As an IB World School, UWC Changshu China offers a high-quality two-year International Baccalaureate (IB) Diploma Program (DP) and a one-year Year 10 program for students to be better prepared for the rigorous IB Diploma Program. On top of that, co-curricular program and residential life program provide excellent opportunities for experiential learning. Students are encouraged to live out UWC values, such as international understanding, mutual responsibility and respect, idealism, action and personal example, and etc. Students develop intercultural understanding and the genuine concern for others through residential life and the activities focused on the three pillars of the College, namely, promotion of Chinese language and culture, youth leadership and sustainability.

## UWC MISSION

*UWC MAKES EDUCATION A FORCE TO UNITE PEOPLE, NATIONS AND CULTURES FOR PEACE AND A SUSTAINABLE FUTURE*

UWC believes that to achieve peace and a sustainable future, the values it promotes are crucial. UWC is a unique organization that brings students together from all over the world, selected from within their own countries, on merit and regardless of their ability to pay. These students come together in schools on five continents with the aim of fostering international understanding and peace.

### UWC VALUES



The principal values UWC promotes are:

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism
- Personal challenge
- Action and personal example

The educational experience at UWC-CSC will include a wide range of learning opportunities. Among these will be student participation in: a residential village, an academic program, a variety of regularly scheduled activities, service work, performances, and formal and informal exchanges about international issues.

### UWC Movement Mission Statement

**UWC makes education a force to unite people, nations, and cultures for peace and a sustainable future.**

## LEARNING TO CARE FOR YOURSELF AND YOUR COMMUNITY

At the core of the UWC-CSC program is a need for students to be conscious about their personal wellbeing and the wellbeing of the community. Life at UWC-CSC is dynamic and

students may find the pace the most challenging aspect of their time here. Students will need to work hard to ensure that they receive adequate sleep, regular physical exercise, and time for reflection. Without taking self-care, taking care of others, and meeting the challenges of the program will be difficult. Along with taking care of themselves, students will need to reflect on their roles within the UWC-CSC community and their participation in all aspects of the program. This will include thinking about how students interact with others and taking responsibility for building a respectful, joyful community.

## LEARNING THROUGH RESIDENTIAL LIFE

### FACILITIES

All students are full-time boarders, there are 11 Houses with 13 rooms each. The House accommodates 52 students each. The Houses are mixed-gender, with girls and boys being separately accommodated in separate wings, or on different floors. Four students share a dorm, with nationalities, cultures and study year being deliberately mixed. Each student will have a bed, study desk and a closet. The room is a place to relax from the busy schedule. Every House has its own individual name, character and charm. Each floor offers a full range of facilities for students, including a laundry room, cleaning supplies, a refrigerator, washrooms, and a common room. The common room is the space for students from the floor to congregate, socialize, and study. The common rooms have couches, a television, tables and an inviting atmosphere. Electrical water heater and filtered drinking water tap are available on each floor, next to the common room. According to the local Fire Department, cooking is strictly restricted in students' dorms and common rooms. Students can use the international kitchen for cooking. Kitchen space should be booked in advance and will be shared with other students.

UWC Changshu China offers a wide variety of other facilities to care for students' physical and mental health. The sports complex offers four floors of state-of-the-art facilities to cater to every student's physical interests. The bottom floor houses 25×15 meter swimming pool, while the second floor provides access to a cardio room and a complete weight room that is equipped for circuit training, boxing and weight-lifting. The second floor also has a complete dance studio with a modern sound system. These facilities are complimented by the third floor multi-functional gymnasium. Finally, the fourth floor offers an indoor track for students who prefer running indoors. Directly adjacent to the sports facility are an outdoor tennis court/basketball court, turf football field, and sand volleyball court. An outdoor track encircles the football field.

### CATERING AND MEALS

Catering at UWC-CSC is provided by an external company, Sodexo, which specializes in catering and support services for educational institutions. To ensure that students have healthy diet, the campus offers a full-service cafeteria with three meals a day and morning and night snacks provided. The cafeteria offers a mix of Chinese and Western food as well as vegetarian meals. There are two cafes on campus where other snacks and confectionaries are available for purchase.

## WELFARE AND SUPPORT

Students learn to live in a multicultural environment with others and appreciate their needs and differences in the residences. The Heads of House, Advisors, Peer Mentors, School Counseling, and Wellness Center staff work closely with the students to ensure that the quality of residential life reflects and promotes the goals of UWC-CSC. They provide advice, direction, and support for the students in the residences; they also uphold and enforce the expectations and rules of the School. Heads of House play a vital role in students' lives. They live on campus and spend a considerable amount of time interacting with House students, ensuring their safety and wellbeing. There are five Advisors for each House, who not only advise their group but also assist them with their co-curricular commitments and support them in a pastoral care.

## SAFEGUARDING

Safeguarding is considered to be of utmost importance at the school: refer to the Safeguarding Policy. No form of bullying or harassment is tolerated at the school. Students and staff are trained on how to file complaints and report safeguarding concerns.

## WELLNESS

The residential program at UWC Changshu China provides an opportunity for students to make a better stay through educational and cultural activities, peer counseling and community living. Life Skills classes treat personal problem-solving, diet and nutrition, stress management, education about potentially disastrous habits such as smoking, alcohol, and drugs, and understanding and maintaining healthy relationships.

Two full-time on-campus counselors are available to students. Students are free to contact them at any point in time. They will be available for a range of needs from time management, stress, cross-cultural understanding, helping students to manage their relationships, and guiding students when they are in a state of unhappiness, extreme apprehension, and family problems. The counselors are experienced in working with multicultural adolescents and a variety of mental health issues. The school will provide support and medication through a psychiatrist if necessary.

## PEER MENTORS

The school has an informal group of Peer Mentors—trained second year students who works under the guidance of the counselors. This group provides students with another approachable body of people to speak to, other than the counselors, advisors and friends. Peer Mentors live in each block and come from diverse backgrounds. Peer Mentors can be trusted to maintain certain level of confidentiality, according to a written counseling policy.



## MEDICAL FACILITIES AND INSURANCE

Basic medical facilities are available in the on-campus Wellness Center. Medical services are provided by four registered nurses. Routine medical care and treatment will be given at the Wellness Center under the supervision of these nurses. Students are expected to complete major dental and eye care before arrival at school. The school will assist with making medical appointments locally when needed. UWC-CSC uses Changshu Government Hospitals for the assessment and treatment of emergency and immediate medical issues. If required, the school will use hospitals and clinics based in Suzhou. The school holds basic medical insurance for each student, which covers hospitalization and medical expenses in China. Students who already have international medical insurance should ensure that the insurance provider is aware that of their stay in China. Please refer to the **Parents/Guardians Medical Acceptance and Declaration Form** included in the student joining papers for details on school medical facilities and insurance policies.

Students are advised to share complete medical history during the time of school admission. Students should report and hand in prescribed medications to the Wellness Center, and should bring an adequate supply of any prescribed medications with them.

## LIFE SKILLS CLASSES

UWC-CSC offers a weekly Life Skills class to support each student's personal growth and wellbeing. Students take Life Skills with their housemates in the same year, taught by the corresponding Year Mentor in the House. Classes use activities and discussions to build students' skills in a wide variety of areas. These are organized into five strands:

1. Self and Society
2. Interpersonal Relationships
3. Sex and Sexuality
4. Healthy Lifestyle
5. Personal Growth and Psychological Skills

Each strand is taught at the same time for each year-group, so throughout the whole school, students will be able to share ideas and knowledge related to the strand.

The purpose of the Life Skills curriculum is to equip all students with skills that will help achieve power and freedom in their personal lives. UWC believes in giving students trust and encouraging students' autonomy, while at the same time building a community in which highly committed adults provide a guiding and reassuring presence. The Life Skills classes give students the tools to most use their autonomy in positive and meaningful ways. At the same time, the classes give teachers a focus and structure for their continuing practice in supporting students.

## CONFIDENTIALITY

Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive.

However, confidential information may be disclosed to the Principal, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

## LEARNING THROUGH ACADEMICS

### COURSE PREFERENCES

Students at UWC-CSC take a variety of classes in different subjects, including languages, mathematics, humanities, sciences, and the arts, as well as interdisciplinary seminars on thinking skills and global issues. Year 10 students enroll in one-year-long courses; Year 11 students enroll in two-year-long IB Diploma courses. More information is available from the Academic Office each year.

Students are permitted to change subjects early in the year. TWO deadlines are allocated for change in subjects and levels.

- **First Deadline: September 28**
- **Last Deadline: December 6.**

After the final Deadline students are not allowed to change their subjects or levels. These deadlines are fixed and IB Office will not accept any request for subject change after the final deadline. Students are recommended to speak with their University Counselor about all course decisions and possible course changes. Requirements for IB students vary in different countries throughout the world.

### UNIVERSITY COUNSELING

The University Counseling Office assists Year 11 and Year 12 students with all matters concerning the university process. These include:

- Helping students learn more about university options
- Helping students understand the application process
- Helping students prepare-for and sign-up for standardized tests
- Assisting students with the application process itself

Additionally the office provides students with assistance on the following issues:

- Providing information and support on applying to summer programs
- Providing information and support on post-graduate gap-year programs
- Sending final Year 12 transcripts to the colleges or universities at which students enroll

Throughout the year the University Counseling Office plans many events related to the school calendar. These events include:

- Hosting representatives from colleges and universities who visit campus to recruit applicants
- Providing students with opportunities to interview with different university representatives
- Hosting the ACT on-campus 4-5 times per year
- Hosting trips overseas for students who plan to take the SAT
- Hosting a special spring meeting for the parents of Mainland Chinese students
- Conducting workshops for students on such topics as application essay writing and applying for financial aid

The University Counseling Office begins working with each new class of Year 11 students immediately after students return from the Chinese New Year Break. Up until that point the office does not work with Year 11 students, as Year 12 students are finishing their applications.

## LEARNING THROUGH CREATIVITY, ACTION, AND SERVICE

### ZHI XING

At UWC-CSC, the *Zhi Xing* Co-curricular Program serves as an integral element of teaching and learning in the institution's educational model. It is the education outside classroom that enhances learning and growth. Through meticulous actions and ongoing reflections, students live out the values of UWC Movement. Experiential Learning, Service Learning, and CAS Stages are the three main underpinning theoretical frameworks guiding the design and implementation of Co-curricular Program at UWC-CSC, helping students to construct understandings of selves and of the world, cultivating growth mindset and service mindset, and encouraging students to become agents for positive change. The Co-curricular Program is designed with a principle to build a solid structure of school-organized activities and projects while allowing for well-considered and well-supported student initiatives. To put it into context: all students are expected to participate in two *Zhi Xing* activities at any given time of the academic year. Choices of activities range from three strands of CAS to Chinese Cultural Activities and Water Sports. On average, a student spends 3-5 hours on *Zhi Xing* activities each week.

### PROJECT WEEK

Project weeks are an opportunity for students to develop significant skills and experience. They form a significant part of the UWC experience as these are the opportunities where students can experience the UWC values come to life and where students can see the connection of the values to daily life outside the school. Each academic year, two project weeks take place accordingly: one for Year 10 and 11 students in late October, and one for Year 12 students in late March.

Year 10 and 11 project week has been organized predominantly by the School. The development of this project week has involved working closely with the Yanai Foundation, a Hong Kong-based charity foundation, organizing travel across China and also addressing the risks involved with travel, teaching, and working in under-privileged areas of China.

Year 12 project week has been organized predominantly by Year 12 students who see this as an opportunity to plan and manage projects tied to their experience in CAS. The project could fall under any of the three categories of Creativity, Activity, and Service or encompass more than one category.

## DAILY ROUTINE

### CHECK-IN AND HOUSE ROUTINES

Students will be expected to go to classes at 8:00 on weekdays.

Students are generally permitted to leave campus when not in class or required activities. However, all students must return by Night Check.

Students must be back in their House for night check at 21.30 every night. As the School day is very busy with many interactions, it is important to have some quiet time at the end of the day, to get adequate sleep and to establish a healthy rhythm for the working week.

Student dorms are meant to be a restful place. Students enjoy a reasonable expectation of privacy in their dorm rooms. Each student may require any non-roommate, including a roommate's guest, to leave at any time, for any or no reason.

Daily Event Schedule	
<b>Breakfast:</b>	<b>07:15 – 08:00</b>
<b>Class starts:</b>	<b>08:00 – 15:05</b>
<b>Lunch time (Years 10 &amp; 11):</b>	<b>11:05 – 11: 55</b>
<b>Lunch time (Year 12):</b>	<b>11:55 – 12:55</b>
<b>Dinner:</b>	<b>17:30 – 19:00</b>
<b>Sunday Brunch:</b>	<b>10:00 – 12:00</b>
<b>Night Check:</b>	<b>21:30</b>
<b>Quiet time:</b>	<b>21:30 – 08:30</b>
<b>Curfew time:</b>	<b>01:00 – 05:30</b>
<b>Gate closed:</b>	<b>21.30 – 05.30</b>

### QUIET, CURFEW, AND GATE CLOSED TIME

**Quiet time:** 21:30 - 08:30 daily

During quiet time, students must not visit any dorm other than their own. During quiet time, students may only visit faculty residences for personal counseling and emergencies.

**Curfew time:** 01:00-05:30 daily

During curfew time, students must return to and stay on their floors.

**School Main Gate closed:** 21:30-05:30 daily

During gate-closed time, students cannot enter or leave campus. Students on overnight leave cannot return during gate-closed time, unless prior permission is given by Head of House or in emergency cases.

### REQUEST FOR OVERNIGHT LEAVE

Any student request for overnight leave must be submitted to their Head of House more than 48 hours in advance. The school will specify the required submission method. Requests must first be approved by the student's parent or guardian, and then by their Head of House.

Students on overnight leave cannot leave or enter school during gate-closed time (except with prior approval from their Head of House).

#### PERSONAL OVERNIGHT LEAVE

Students are expected to take full part in residential life at UWC-CSC. For this reason, overnight leaves are limited. Students are permitted a limited number of weekend overnight leaves for personal reasons:

- Two leaves from the end of Orientation until the start of Winter Break
- One leave from the end of Winter Break until the start of Chinese New Year Break
- Two leaves from Chinese New Year Break until the end of the school year.

Personal leave at other times in the week will also count against these allowances. Leaving for a whole weekend (Friday and Saturday night) counts as only one weekend leave.

Student overnight leave for medical necessity, family emergencies, and school-sponsored activities does not count against this allowance. ***Student leave for outside classes or for standardized tests not sponsored by the University Counseling Department counts against personal leave allowance.***

#### CAMPUS VISITORS

Students must obtain advance permission from their Heads of House to host visitors, including parents and friends, for daytime campus visits. Students are responsible for ensuring that their visitors follow all school rules. ***Guests of students, including parents, are absolutely forbidden from entering student dorm floors.*** Guests of students must leave campus by 19:00. Guests not abiding by school visitors policy will be removed from campus and might be denied access to campus in the future.

Upon leaving school, a graduate or former student can only enter campus as an approved guest of a student or faculty member.

The school reserves the right to restrict student guests during highly demanding times of the year, such as orientation or exams.

Visitors are welcome to eat in the cafeteria but are asked to purchase a meal ticket at the cafeteria counter.

#### LEARNING TO LIVE RESPONSIBLY IN A COMMUNITY

Respecting each other in a community lessens the need for rules and regulations. However, minimal rules of conduct in any community promote safety and justice for each member. Many of the school rules are in accord with local, provincial, and national laws as well as school practices. By giving students trust and granting appropriate student autonomy, residential program aims to inspire student responsibilities and engagement to promote safe, healthy, resilient, and mindful lifestyles of an integrated community.

Each rule specifies a Sanction Level: please refer to **Disciplinary Sanctions** below for explanation.

### BASIC EXPECTATIONS

Purposefully causing harm to a community member, by physical, verbal, electronic, or any other means, is absolutely forbidden. Note that speech concerning a global issue or community controversy will not be considered harmful in and of itself.

UWC-CSC expects students to be honest and truthful. Lying and purposeful dishonesty is unacceptable.

Violation of these expectations will result in Level 2 sanction, or higher levels where serious harm has been caused.

### RESIDENTIAL RULES

Students learn to live with others and appreciate their needs and differences in the residences. The Head of House and other adult members of the community work closely with students to ensure that the quality of residential life reflects and promotes the goals of the school.

Violation of check, curfew, quiet time, gate-closed time, and other residential routine rules will result in Level 1 sanction.

The Dean of Student Life may organize unannounced checks of student rooms to ensure that residential rules are being followed. Such checks will be performed by two faculty members together, both of the same gender as the room checked.

### ALCOHOL, TOBACCO, AND ILLEGAL DRUGS

Alcohol may not be consumed by any students at UWC-CSC, irrespective of age. This rule applies both on and off campus.

Students are not allowed to smoke (including the smoking of shisha pipes or any form of cigarettes or electronic cigarettes).

Violation of alcohol and tobacco policy will result in Level 3 sanction.

The possession, use, or trafficking of any narcotic or illegal drug is a criminal offence in China. Violation will result in Level 4 sanction (***immediate expulsion and police notification***).

Residential staff reserve the right to require breathalyzer tests of students and to search dormitories for alcohol, tobacco, or illegal drugs if there is a suspicion that such substance is being stored or consumed in them.

## FIRE SAFETY

Any form of cooking or use of electrical appliances in student residences other than those authorized by the Fire Department are strictly forbidden. Tampering with any equipment used to prevent or extinguish fires (for example, smoke detectors or fire extinguishers) is absolutely forbidden. Violation of Fire Safety rules will result in Level 2 sanction.

## SAFETY PROTOCOLS AND PROCEDURES

Given the location of the school on the water, risk associated with activities such as swimming and sailing, and the dangers of laboratory, art, and design equipment, students are required to follow safety rules, regulation and protocols. For safety, all students are prohibited from all roofs. Violation of safety rules will result in Level 2 Sanctions.

## SEXUAL INTIMACY AND SEXUAL ACTIVITY

Public displays of affection are not acceptable. Students should never feel excluded from their dormitories by the intimate behaviors of others. Violation will result in Level 2 sanctions.

Students are prohibited from any sexual activity on campus. Violation will result in Level 3 sanction.

## SEXUAL HARASSMENT

Sexual harassment is absolutely forbidden in the whole school community. This includes inappropriate touching, unwelcoming advances, and any unwanted behaviors of sexual nature which is considered to be intimidating, degrading or humiliating. It also includes behaviors and uses of language related to sex that create a hostile environment for students or staff. Violation will result in Level 2 sanctions.

## SEXUAL ASSAULT

Sexual assault of any person is absolutely forbidden. Any attempted or completed sexual act, sexual contact, or non-contact sexual act without informed, affirmative consent constitutes sexual assault. Violation will result in Level 4 sanction (***immediate expulsion and police notification***).

## THEFT

Students should respect other people's property, including the school's property and buildings. Theft, including 'borrowing without permission' will not be tolerated. On report of theft, searches of students' dormitories may be carried out and ***the Police may be contacted*** if required. Violation will result in Level 2 sanction (for food or small goods) or Level 3 sanction (for money or valuables).



## VANDALISM AND DESTRUCTION OF PROPERTY

Any student known to have vandalized or destroyed school property will be required to make immediate reparation. If such reparation requires the input of materials or the time of others, students or their parents will be charged accordingly. Violation will result in Level 3 sanction.

## SCHOOL COMPUTER FACILITIES

Students are expected to abide to the school IT Acceptable User Policy. Violations may result in limitation of IT privileges and will result in Level 1 sanction.

## VEHICLES

Students are not allowed to drive cars, scooters or motorcycles (except inside a driving school). Violation will result in Level 1 sanctions.

## PETS

The intense residential and academic life at UWC-CSC prevents students from adequately caring for pets. Students are absolutely forbidden from keeping any kind of pet animal in the dorms, and from purchasing or obtaining any kind of pet animal to keep on campus. Violators of this rule will be required to make arrangements for proper care of the animal outside of school at their own expense. This rule applies to all animals, including cats, dogs, rodents, turtles, insects, fish—any *animal* as defined in biology.

The school regards violation of this policy as cruelty to animals. Violation will result in Level 3 sanctions.

Students wishing to legitimately care for animals are encouraged to join the Animal Protection group on campus.

## DISCIPLINARY SANCTIONS

### SANCTION LEVELS

UWC-CSC has four response levels for student behavior violations:

**Level 1:** Verbal Warning and discussion. Notation in student file.

**Level 2:** Written warning to students and notice to parents and National Committee. Potential detention, counseling, and/or restorative justice hearing.

**Level 3:** Punitive consequences, potentially including suspension and expulsion. Also includes all Level 2 responses.

**Level 4:** Immediate expulsion and potential police involvement.

## ESCALATION FOR REPEAT VIOLATIONS

If a student violates the same rule a subsequent time, it will be sanctioned at the next higher level.

If a student has been sanctioned twice before at a given level for different violations, subsequent violations at that level will be sanctioned at the next higher level.

Only Level 3 offenses may escalate to Level-4 automatic expulsion.

## PROCESS OF INVESTIGATION AND FACT-FINDING

The faculty involved in investigation, fact-finding, restorative procedures, and any punitive sanctions depend upon the sanction level. The following faculty will be involved in the sanction process:

**All Sanction Levels:** The following faculty will be actively notified [Faculty for night and weekend incidents in brackets]:

- Advisor
- Head of House [HOH on Duty]
- Deputy Dean of Student Life (Community Living) [Director on Duty]
- Any directly involved faculty

**Level 1:** Deputy Dean of Student Life (Community Living) leads the case process.

**Level 2:** Deputy Dean of Student Life (Community Living) leads the case process. Dean of Student Life will be actively notified.

**Level 3:** Dean of Student Life leads the case process. Vice Principal will be actively notified.

**Level 4:** Dean of Student Life leads the case process. Vice Principal and Principal will be actively notified.

## APPEALS

If a student believes they have been unfairly or incorrectly sanctioned, they may appeal the decision within 48 hours of receiving it in writing. For Level 1 and Level 2 sanctions, appeal is decided by the Dean of Student Life. For Level 3 and Level 4 sanctions, the appeal is decided by the Principal, in consultation with the Dean of Student Life and the Vice Principal.

Severe sanctions such as suspension and expulsion will automatically be appealed.

## SAFE-HAVEN POLICY

UWC-CSC encourages students to seek help if their behaviors are harming their health and wellbeing. For this reason, the school operates a Safe Haven exception for wellness issues reported by students:

***If a student reports rule-breaking to an adult in order to seek help for themselves or a classmate, the rule-breaking behavior will be treated purely as a medical and counseling concern: the rule-breaking itself will be ignored, and will not be considered to be a first offense.***

If a student finds a teacher first, Safe Haven applies. If a teacher finds a student first, it does not apply.

A repeated Safe-Haven claim for the same behavior by the same student may be disqualified from protection, at the discretion of the nurse and counselor. In this case, the new incident would be considered a first offense.

If a student reports such behavior in order to seek disciplinary action against a classmate, and the report is found to be credible, Safe Haven does not apply. If such a report lacks credibility, but the accused student then seeks help under Safe Haven, then the Safe Haven exception does apply.

## ACADEMIC CONDUCT

### STUDENT ATTENDANCE AND PUNCTUALITY IN THE CURRICULUM

A condition of enrollment is that students participate in all aspects of school life: student orientation, classes, services, activities, village meetings, Global Issues Forum, House meetings, and all activities considered integral to the School. Absences and lateness are recorded on student reports. Assignments are to be completed by the set deadlines. Full engagement with UWC-CSC requires arriving at the school and leaving on the expected dates. Students will not be allowed to arrive or leave late or leave early. Students not fully and positively engaged in the life of the School and the active pursuit of the UWC mission and values may be required to leave the School or not have scholarships renewed for a second year. Students are encouraged to take initiative to lead and participate in additional, less formally-structured activities throughout the year. Activity leaders' evaluation of student participation forms an important component of the reports used for university applications.

### ACADEMIC HONESTY

The school recognizes the importance of academic honesty. As such, it is a serious offence to cheat, collude or plagiarize. Doing so may result in the loss of the IB Diploma and dismissal from the school.

## TRAVEL TO UWC CHANGSHU CHINA

### LEGAL FORMALITIES

#### IMMIGRATION & VISA PROCEDURE

Foreign students have to submit their passports to their Head of House for immigration procedures. Student Services and the Wellness Center will help students to get their residence permits. Students have to go through a physical examination at Entry-Exit Inspection and Quarantine Bureau of The People's Republic of China after their arrival at school. The Wellness Center will organize a schedule for the visits. The cost is already included in tuition fee. The first entry permit for China is received at Chinese Embassy in the student's home country. Students will receive their resident permits after submitting all the documents to the Jiangsu Province immigration office. Processing the residence permits takes about one month.

#### POLICE REGISTRATION

All foreign nationals must be registered with the police immediately upon arrival at the school. Student Services will perform these registrations. Passports will be collected by the Heads of House for these registrations.

Re-registration is required each time a foreign national re-enters China, within 24 hours of arrival. Students are responsible for informing Student Services and providing their passports to Student Services upon re-entry into China.

#### VISA PHOTOGRAPHS

Student service department will organize a schedule for visa photographs for foreign students at the immigration office after arrival at the school. This is mandatory for students' residence permit applications. Cost is already included in the tuition fee.

#### LOST PASSPORT

A foreign student who loses his/her passport should personally contact their own country's embassy for a new passport. Student Services will only assist in reissuing the residence permit for the new passport. Reissuing the Residence Permit will take about six weeks. ***All costs incurred in replacing a lost passport will be borne by the student. No costs are covered by school.***

#### IN CHANGSHU

##### TRANSPORT TO CAMPUS

The school will arrange pickup for new and returning students at major terminals in Shanghai and Suzhou during the beginning and end of the academic year. The cost is

covered by school. However, students have to pay for transportation service during Winter Break and Chinese New Year Break. A survey and transport schedule is included in the joining paper documents for new students and an email survey is sent to returning students. Students must complete the survey by given deadline to use school-organized transportation. Returning students who arrive late or do not follow school procedure must return to school at their own expense.

#### MOBILE PHONE SIM CARD

Student Services will assist students who require SIM cards. Phones are not provided. A valid passport is required. Phone fees are not provided by the school. Students should budget at least 200 RMB for the year for a minimal phone plan.

#### OPENING A BANK ACCOUNT IN CHINA

Student Services will assist students to open a local bank account. A valid passport and Chinese phone number are required. The process will take about one hour.

#### BICYCLE CARD

Changshu operates a public bicycle program, with bikes available immediately outside the school, and other stations throughout the city. A student wishing to apply must bring their passport to the Public Bicycle Office, and must provide a refundable 200 RMB deposit and a non-refundable 10 RMB fee. For details please visit [www.csbike01.com](http://www.csbike01.com)

#### BOOKS AND CALCULATORS

Textbooks are loaned to students by the school. All students are required to have a Graphic Display Calculator (GDC). The recommended model for students who wish to buy GDC is the TI-84 Plus CE; other TI-84 Plus models are equally recommended. If a student loses or damages a borrowed textbook or GDC, they will be responsible for paying the full costs. Students can apply to the Math Department to borrow a GDC. Priority will be given to full-scholarship students.

#### COMPUTERS

Students should bring their own laptops to school. Wireless Internet is available in many parts of the campus. School AV equipment uses HDMI connectors: students should ensure they have any required HDMI adaptors for their computers. Full-scholarship students may borrow laptops from the school.

## POCKET MONEY

Students at UWC-CSC are from diverse socioeconomic backgrounds. Some students come from financially comfortable families while others have limited or no financial resources. Though financial extremes exist, the school would like to minimize their impact on student life. 200 RMB per month is adequate for a student's personal expense. The school requests parents adhere to this figure given. Please note that this does not include calculators, school yearbook, personal trips, cell phone fees, or bicycle cards.

In some cases pocket money allowances are provided by the students' scholarship and this money is paid directly to their bank account by Student Services.

## CARE OF PERSONAL PROPERTY

Students should take care of their personal belongings on campus. However students are expected to deposit their valuable items, including passports and sums of cash over 200 RMB, with the Head of House for safekeeping. Passport and cash can be retrieved from Head of House during working hours. The school insurance policies do not cover students' personal possessions and items of particular value must be insured privately.

## HOLIDAYS AND BREAKS

### SCHEDULE OF HOLIDAYS

Dates listed are days with no classes.

- Mid-Autumn Festival Weekend 2018-09-22 to 2018-09-24
- National Day Holiday Week 2018-09-29 to 2018-10-07
- Winter Break 2018-12-15 to 2019-01-06
- Chinese New Year Break 2019-02-01 to 2019-02-12
- Qingming Festival Weekend 2019-04-05 to 2019-04-07
- Labor Day Holiday 2019-05-01 only
- Graduating Students Leave 2019-05-26
- Summer Break Begins 2019-06-07

***All students must leave campus for all of Winter Break and Chinese New Year Break.***

***Graduating students must leave on 05-26.***

***All other students must leave campus 2019-06-07.***

## HOST FAMILIES

UWC-CSC helps arrange host family stay during Winter Break and Chinese New Year Break for foreign students who require accommodations in Mainland China. The host families help the school to connect with the community and to give students a home and friends outside the school where they are welcome guests. Students should arrange their own transportation. Host family only provides accommodation and food.

Student Services will send a survey to collect student requests for host families. Students must complete the survey by the given deadline to use school-organized host families.

Faculty are only permitted to host student by registering with Student Services. Students cannot stay in faculty housing while their host is away traveling. Interns cannot host students under any circumstances.

## IMPORTANT CONTACT INFORMATION

### WHOLE SCHOOL

	Phone	Email
Principal Pelham Philip Lindfield Roberts	+86 0512 5298 2639	plindfield@uwcchina.org
Vice Principal Kevin Schooling	+86 0512 5298 2624	kschooling@uwcchina.org
Vice Principal Li Ping	+86 0512 5298 2630	pli@uwcchina.org
Dean Of Studies Kokming Lee	+86 0512 5298 2675	kmlee@uwcchina.org
Deputy Dean Year 10 Shirla Nga Wan Sum		ssum@uwcchina.org
Deputy Dean IBDP Arun Mukherjee	+86 0512 5298 2676	amukherjee@uwcchina.org
Dean of Student Life Simon Hua Ma	+86 0512 5298 2632	hma@uwcchina.org
Deputy Dean of Student Life (Community Learning) Donald Acker		dacker@uwcchina.org
Deputy Dean of Student Life (Community Living) Shusmita Malla	+86 0512 5298 2690	smalla@uwcchina.org
Deputy Dean of (Experimental Learning) Tingting Feng		ttfeng@uwcchina.org
Director of Admissions Tim Smith	+86 0512 5298 2684	tsmith@uwcchina.org
Finance Office Qingqing Xu	+86 0512 5298 2680	qqxu@uwcchina.org
Student Services Fuli Cui	+86 0512 5298 2664	flcui@uwcchina.org
Counseling Afroja Sultana		asultana@uwcchina.org
Wellness Centre Xinxin Liu	+86 0512 5298 2682	xxliu@uwcchina.org



## HEADS OF HOUSE

		Email Address
House A3 (Bari) Nian Liu		nliu@uwcchina.org
House A4 (Ikhaya) Li Dan		dli@uwcchina.org
House A5 (Hogan) Eyup Secilir		esecilir@uwcchina.org
House A6 (Baile) Manjusha Aneesh		maneesh@uwcchina.org
House B3 (Meraki) Conor Walton		gwalton@uwcchina.org
House B4 (Bandeale) Shibi Joseph		sjoseph@uwcchina.org
House B5 (Heimat) Kristina Stipetic		kstipetic@uwcchina.org
House C3 (Ruka) Adam Chimienti		achimienti@uwcchina.org
House C4 (Bayt) Paul Montbriand		pmontbriand@uwcchina.org
House C5 (Efie) Shusmita Malla		smalla@uwcchina.org
House C6 (Ohana) Lulu Ji		llji@uwcchina.org

## ACKNOWLEDGEMENT AND SIGNATURE

### ABOUT THE HANDBOOK

The United World College Changshu China (“UWC-CSC”) Student Handbook (the “Handbook”) is published and distributed to members of the UWC-CSC community for the purpose of providing information on aspects of student and campus life so students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies and procedures, before, during and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between UWC-CSC and any parent, guardian or student affiliated with or attending the School. UWC-CSC may, at its sole discretion, add, revise and/or delete School policies before, during and after the school year.

### CONSENT FOR MEDIA COVERAGE: PHOTOGRAPHY/ TV AND RADIO PRODUCTION OF STUDENTS

During the time a student is attending UWC-CSC, the school may wish to take photographs, film, or record their academic and co-curricular activities. The coverage may be used for displays, publications and broadcasts by the press and on our web-site. Photography or filming will only take place with the permission of the Principal, and under appropriate supervision. A consent form is included within the student joining papers for parents/guardians and the student to sign and return to the school. Parents and Guardians can withdraw their consent at any time by writing to Admissions.

### AGREEMENT

I affirm that I have read the Student Handbook. I agree to follow all rules and procedures in the handbook. I accept all terms and conditions in the handbook.

Student Name (in English):

Signature:

Date: