

BOARDING STUDENTS HANDBOOK 2017-2018 SCHOOL YEAR
Fei Tian Academy of the Arts, Middletown

Boarding Staff

Mr. Hugo Peng, head of dormitory management

Ms. Tiffany Wu, dorm teacher

Ms. Alice Tung, dorm teacher

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MISSION STATEMENT

Our Mission: Dormitory of Fei Tian Academy of the Arts (FTAA) Middletown aims to become a warm home for students to rest, grow, learn, enjoy and become outstanding individuals.

Goals:

- High morals
- Good manners
- Strong self-discipline

We see a perfect environment as one where we:

- Care for each other
- Persevere and strive for the goal
- Have a sense of purpose and direction
- Learn from traditional values
- Be open, honest and fair.
- Be organized and focused
- Forgive each other for mistakes
- Take responsibility

Our relationships will be characterized by:

- Integrity
- Camaraderie
- Courtesy and compassion

WELCOME

We strive to provide a caring environment. Dorm teachers are here to create and maintain a warm and cozy space for the students.

Privileges and freedom increase with students' maturity, but these come with responsibilities. Rules have been developed to ensure the safety and wellbeing of the students at the FTAA Dorm and it is therefore important for parents to understand them and to discuss them with your children.

We welcome you to communicate openly with the school regarding concerns you may have about your children's welfare. Please feel free to contact us with issues, concerns, suggestions and observations.

Hugo Peng, Head of Dorm Management
Tiffany Wu, Dorm Teacher
Alice Tung, Dorm Teacher

PHILOSOPHY

- The FTAA dorm is a safe place for the growth and development of each student.
- Students are encouraged to set and reach for their goals.
- Dorm staff is sensitive to students' needs, including physical and emotional issues.
- Students are encouraged to develop good manners based on traditional values.
- Consequence-based discipline is imposed to prepare students for the future.
- Communication between students, parents and staff is strongly encouraged.

DORM BUILDING

The dorm is located within a seven-story apartment building in downtown Middletown. Dorm rooms consist of one-bedroom and two-bedroom units. Amenities include washer/dryer, Central AC, refrigerator, microwave and electric kettle. Boys' rooms are on 3rd and 4th floors; girls' rooms are on 5th and 6th floors. Boys and girls use separate stairways. An elevator is for girls' use only. Boys may use the elevator with permission. Two units on 4th and 5th floor respectively, are used by dorm teachers.

Facilities and Resources

Internet, ping-pong, foosball and gym mats are provided. A school bus is available. The school is looking for opportunities to give students wider access to local activities, such as library, movie theatres and sports facilities.

COMMUNICATION

Families, guardians and friends can keep in touch with students using dumb phones and internet.

FTAA sends out monthly newsletters to keep parents and students updated on important matters.

Students are encouraged to talk to dorm teachers on daily issues related to dorm life. If a student does not feel comfortable talking to a teacher, she/he may talk to Mr. Hugo Peng (hugop@feitianacademy.org), head of dorm team on specific dorm issues. Students may also contact Mr. Howard Jia (howardj@feitianacademy.org), director of Student Affairs, for matters beyond the day-to-day dorm operation.

Parents/guardians' first contact is Mr. Peng, and they may also contact Mr. Jia for issues beyond the daily dorm operation.

BEHAVIOR EXPECTATION

Respect Others' Needs

Students are required to learn good manners:

- Speaking to staff and other students in a respectful manner
- Keeping noise levels low, particularly after lights out and before morning wakeup
- Seeking permission before entering others' rooms or borrowing others' personal items
- Being punctual, particularly to school, meals, and group trips
- Taking care of your possessions and keeping your personal space tidy
- Maintaining good personal hygiene: use sprays, deodorant, mouthwash and other necessary means to rid yourself of bad breath and body odor (especially from dirty laundry and shoes).

Rules / Disciplines

- Dorm is part of the school, all rules and policies apply here.
 - Students should be careful of others' belongings. If you cause any damage, you must cover the cost of repair and replacement.
 - Curtain hanging on/over beds is prohibited. Beds should stay where they are. Tables stay in the living room.
 - Entrance and bedroom doors stay unlocked at all times; dorm teachers has the right to enter to inspect. Courtesy knocking on bedroom door is expected.
 - Posters and signs must have a dorm teacher's approval.
 - Bedroom reading lamps must be off after lights out.
 - Tables are not chairs, do not sit on them.
 - Dorm teachers may check students' bags (backpack, pocketbook, shopping bags, etc.) before going on shopping trips and again after returning from shopping trips.
- **Consequences**
 - Extra duties
 - Loss of privileges
 - Monetary fines

HOUSEKEEPING STANDARDS

Before students leave for school in the morning, they should do the following:

- Beds made
- All personal belongings put away in closet, drawers, and so on
- Nothing left under the beds and floors clear
- Vacant beds are not to be used by students.
- Desks/chairs/tables/dressing left in an orderly fashion, (cleared off on dusting day)
- Windows closed but curtains opened
- Lights/heaters and all electrical appliances turned off
- Shoes on shoe shelves
- No personal item in common areas
- Kitchen cleaned and left tidy. Bowls, plates, cups, forks, spoons,

Chopsticks, and all other tableware in cabinets or on holders.

- Towels hung on bathroom door hangers.
- Other toiletries on shelf, in cabinets, and closets
- Dirty laundry in containers
- Doors left open

On Sundays, weekly sweep-up. The following should be completed:

- Dust cleaning, including floors (even under beds) and hallways
- Bathroom sinks, mirrors and toilets cleaning

STUDENT LEADERSHIP

FTAA encourage dorm students to take up leadership roles and responsibilities:

- Demonstrate principled conduct
- Represent fellow students
- Prepare rosters
- Inform teachers on matters pertinent to dorm life and student wellbeing.
- Assist teachers to maintain self-discipline.
- Encourage fellow students to participate in dorm activities
- Attend/facilitate dorm meetings

LEAVE OF ABSENCE

Leave Permission

Dorm students with parental consent may leave dorm for local outings approved by dorm teacher.

Weekday Leave of absence

Weekday leave of absence may be granted at the discretion of the dorm teachers.

Weekend Leave of absence

Students planning a weekend overnight trip must file an Overnight Request Form to the head of dorm 24 hours before leaving. Parent/guardians' written confirmation is required.

Leave of absence for non-emergency reasons is a privilege granted to students with proper behaviors and acceptable academic performances.

If anyone other than the parents/guardian picks up children, parent's written permission must be sent to school and dorm head 24 hours in advance, indicating the specific pickup and return time and location.

Other Types of Leaves

- **Restaurants, coffee shops, movies, library, sports and other social leaves,**

Students will submit their requests along with emails from parents' agreement for approval.

Proof of activities, such as restaurant receipt and movie ticket stubs, **must always** be brought back to the Dorm. In most cases, social leaves are limited to two hours.

Students must be honest when using social leave privileges. Locations other than approved by dorm staff is off limits, regardless of age.

- **Exercise jogging**

Students may walk/jog in groups in close vicinity of dorm.

- **Sporting Fixtures (e.g. YMCA)**

Minimum 3 students are required to go out as a group. One must be 15 years or older. Boys and girls may not form one group. Sportswear (e.g. swimsuits) must be conservative.

GENERAL INFORMATION

Possessions

- Due to space constraint, students should limit their luggage as follows:
- Domestic students are allowed one suitcase, one carry-on bag and one box for books.
- International students are allowed two suitcases, one big and one small. Extra luggage may be stored with a fee.
- Parents, please refer to the "Checklist" attached. Please use this as your guide and ensure it is completed and accompanies your child on his/her first day to school.
- Parents should labeled/marked your child's clothes and sheets with child's name. Clothing should be machine washable and dryer safe.
- Candles, matches or lighter are not allowed at student dorm. They are considered a fire hazard and will be confiscated.
- The School offers unified bedding supplies at cost. These include pillow, pillowcase, sheet, quilts and covers.

Security

- Wallets, money and items of value should be kept in a lockable suitcase/locker.
- The school takes no responsibility for loss of valuables left unsecured in the dorm.

Weekend trips

Dorm students are offered weekend trips organized by the school (usually bi-weekly bus trips to locations within 2 hours of drive). Dorm students have priority over other students to

attend these trips. Participation is voluntary.

Fire Drills

- When Fire Alarm is triggered, everyone is to leave the building and stand in the allocated areas. All names will be checked by dorm teachers, and students may only return to dorm when permitted by a dorm teacher.
- A Fire Drill will be undertaken in the dorm at the beginning of each semester.
- Evacuation procedure notices are displayed in prominent positions in the dorm. Students should familiarize themselves with the procedure.

Pocket Money

- Dorm students are encouraged to use debit cards to access their pocket money. Use of credit card is not a good habit.
- Dorm students should try to limit their pocket cash to \$100 or less to minimize risk of accidental loss.

Food and drinks

Food and drinks must be marked with names and placed in designated location determined by a dorm teacher.

Electrical Appliances

In general, personal electrical appliances are not allowed, including cookware, table-top stoves, etc. Electric kettle is ok.

Visitors

- Visitors need to seek permission from a dorm teacher, and sign the visitor log book.
- Parents may visit dorm between 10am to 12pm on Sundays only. (special exceptions need dorm leaders to approve)
- Parents/guardians may visit dorm room only if accompanied by a dorm teacher.

Communication Curfew

Phone calls/online communication must stop at bedroom lights out.

School Bus rules

Students should follow the same behavior rules on the bus as the school requires in the classroom.

Below behaviors are prohibited.

- Any part of body hanging out of the buses.
- Calling to people out the windows.
- Yelling and loud singing.
- Climbing in and out of windows.
- Graffiti, rubbish and damage to vehicle.
- Disrespectful manners and disobeying attitude to driver

If a student fails to catch the school bus in the morning, he/she has three options:

- Walk to school, if parent consented

- Get a ride from school staff, and pay \$5
- Hire a cab

Computer Use and Internet Policy

Dorm Internet access is available until 10:30 pm Sunday to Thursday, and until 11:00 pm on Friday and Saturday. Extensions may be granted based on students' conduct and teacher's recommendations.

All 6–8 graders must power off computers at 9:30 pm Sunday to Thursday, and 10:00 pm on Friday and Saturday.

WEEK DAY ROUTINE

(May vary due to trips, activities, and other reasons)

06:20am Wake up and get ready for school.
 06:45am School bus arrives at dorm.
 06:50am School bus leaves dorm.

STUDENTS ARE NOT ALLOWED TO RETURN TO DORM DURING SCHOOL HOURS WITHOUT GOOD REASON

7:40pm School bus shift 1 leaves school
 8:40pm School bus shift 2 leaves school
 9:30pm All activities stopped, students go back to own room.
 9:45pm Students stay in their own rooms. No eating.
 10:00pm Bedroom lights out, in bedroom remaining silent
 Students in living rooms must keep voice to minimum (30 minutes extra on Friday)
 10:30pm All room lights out, only reading lamps allowed in living rooms. (30 minutes extra on Friday)

WEEKEND ROUTINE

(May vary due to trips, activities, and other reasons)

Saturday

08:20am School bus leaves dorm
 3:00pm School bus leaves campus for shopping
 5:00pm School bus leaves for school
 5:30pm Dinner
 6:15pm Weekly dorm meeting
 6:50pm School bus leaves school
 9:30pm All activities stopped, students go back to own room.
 10:30pm Bedroom lights out
 11:00pm All room lights out

Sunday

08:45am	School bus leaves dorm
09:00am	Breakfast
09:20am	School bus leaves school
10:20am	Sweep-up
11:50am	School bus leaves dorm
12:00pm	Lunch
1:00pm	School bus leaves school
1:30pm	Movie, and/or other activities.
5:00pm	Dinner
6:00pm	School bus leaves school
9:30pm	All activities stopped, students go back to own room.
9:45pm	Stay in their own rooms
10:00pm	Bedroom lights out
10:30pm	All rooms lights out

The school will organize a variety of weekend activities such as hiking, horseback riding, ice-skating, bowling, swimming and movies. While most activities are voluntary, in some special cases the school may require all students to participate.

Dorm students have priority over other students to attend these trips and activities.

SAFETY DEPOSIT

See *Dorm Move in/out Policy*.

PACKING FOR BOARDING CHECKLIST

Checklist of Items Required for Dorm students	
All items must be clearly labeled. Please check off and sign list when complete.	
Clothing	Other items
School uniforms will be provided by school at cost, ties included. (4 days for uniforms and 3 days casual clothes)	2 bags for school and outings.
No more than 3 sets of casual clothes respectively for each season are suggested.	1 laundry bag or basket
4 pairs of shoes: casual sneakers, slippers, winter boots, formal black	Necessary accessories for daily life.

leather shoes.	
1 pair of pajamas for each season	umbrella (optional) / refillable water bottles
Up to 7 bottoms.	Personal hygiene/laundry/skin care items are required to be self-provided.
Up to 7 pairs of socks.	Spare clothing labels for items purchased during the term; laundry marker pen
One bathing suit (optional)	The quantity of bowls/lunch box/chopsticks/forks is limited to one per person.
	clothes hangers
Bedding will be provided by school at cost.	Reading lamp, other study accessories
	Sewing kit
	Band-Aids, cough drops, cough syrup, Tylenol, antihistamine, any prescription medication that a student is taking (clearly labeled),

I confirm that all the above items have been verified, marked and packed.

Signed
