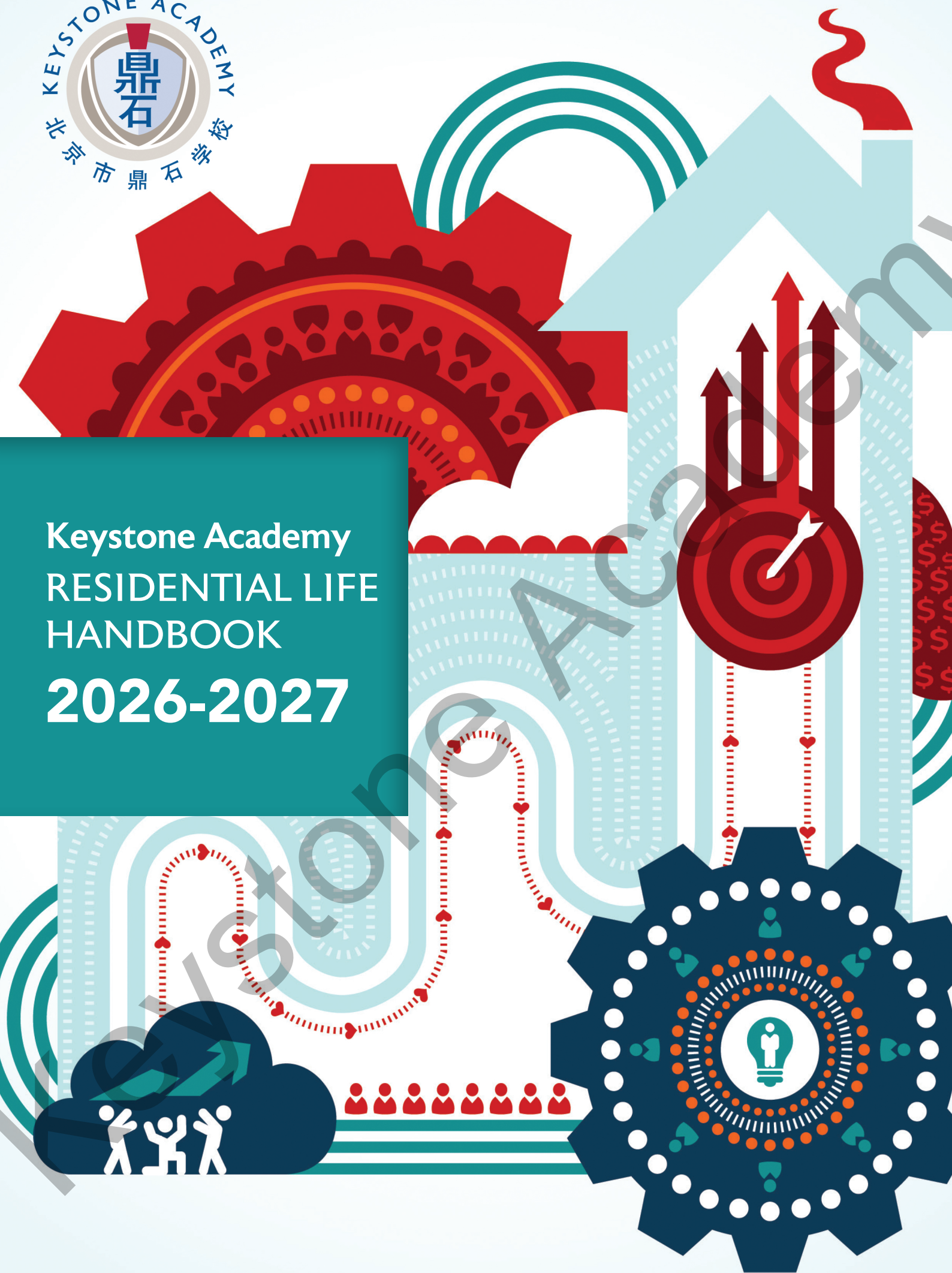




Keystone Academy
RESIDENTIAL LIFE
HANDBOOK
2026-2027



Keystone Mission

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

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

Our keystones are:

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

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

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

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

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

KEYSTONE ACADEMY RESIDENTIAL LIFE HANDBOOK 2026-2027

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Keystone Shared Values

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

Ren 仁 Compassion

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

Yi 义 Justice

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

Li 礼 Respect

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

Zhi 智 Wisdom

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

Xin 信 Honesty

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

Welcome from Residential Life Office

Dear New and Continuing Faculty,

We extend a warm welcome to you as part of the Residential Life Program at Keystone Academy. Our program is a blend of Chinese and Western traditions and philosophies in which we place the precepts of honor, integrity, service, and leadership at the core of our residential community. Our students learn to live with a roommate, build independence and resilience, and practice authentic leadership and service.

The Residential Life Program is an extension of the day's learning, with academic teachers serving as the adult parent team. Our Dorm Parents provide guidance and support—alongside cookies and pizza! They, along with all faculty residing on campus, lead engaging weekend activities. Our dorm proctor student leaders support the work of dormitory staff by planning and leading community-based celebrations and events.

Community is the heartbeat of our residential program, and each floor has its own unique ethos and atmosphere. Residential life at Keystone seeks to nurture young men and women of character, equipping them to navigate the world with grace and confidence. Our shared values inform our work and social interaction.

For further guidance and answers to your questions, please refer to this handbook. Enjoy the enriching journey of community living!

Best Regards,

Residential Life Office

Keystone Residential Life Curriculum Overview

Foundation—Building Character and Community

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

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

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

The residential life curriculum consists of two primary foundations—***Character and Community***. Within each foundation, a series of "pillars" comprise the skills, concepts and goals of the curriculum. Each Dorm Head works with their team to develop a dormitory strategic plan in which the development of a true community is paramount.

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

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

Community Dinners

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

Weekends

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

Dormitory Staff

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

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

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

Weekend Program

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

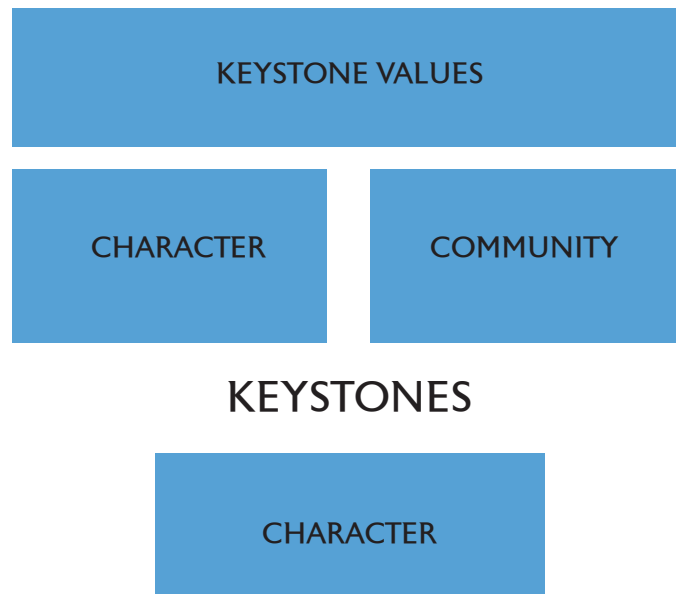
Additionally, each weekend includes several fun activities for those students who choose to remain on campus. Activities might include movie and popcorn nights, talent shows, karaoke, baking or Top Chef cooking competitions, arts, games, parties, sports tournaments such as table tennis or basketball,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

The weekend schedule is posted by Friday of each week and contains a comprehensive schedule of the weekend offerings. A few weekends throughout the year will be designated as "campus weekends," during which all boarders are required to remain on campus to participate in special bonding events, such as House competitions, Cultural Mosaic, or Service. These weekends provide a relaxed environment for students to connect with their peers and faculty, promote teamwork and develop essential life skills while creating lasting memories.

Student Weekend Requirements

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

Keystone Residential Life Curriculum



Essential Questions:

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

Learning Objectives:

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

- Identify self as separate from others—identify and reflect on values, beliefs, emotions, strengths, weaknesses, purpose, needs, and interests as a holistic being
- Goal-Setting and Planning—review, reflect and establish realistic and achievable objectives based on individual needs, interests, values, and beliefs. Develop and implement action steps to achieve the desired results, monitoring progress towards goals, and making necessary changes
- Ethical Decision-making—the process of making responsible choices regarding personal and group behaviors. Weighing the pros and cons of options, recognizing potential consequences, evaluating the effectiveness of the choice, and making necessary changes
- Positive Risk-taking—the ability to distinguish between a hazardous situation that may adversely affect the well-being of a person, and situations which promote innovation, creativity, and growth. Positive Risk-taking requires the courage to venture into learning experiences that may produce uncertain results
- Stress management techniques
- Interpret, obtain and understand basic health information and services in order to make healthy decisions
- Leadership Readiness and Training—leadership training, assuming more responsibility for self and others
- Peer Pressure—both positive and negative, and how it effects self and others
- Enhancing respect for self, others, and property—developing a personal honor code
- Technology and Responsibility—safety on the internet and in the use of technology
- Character—developing individual strength of character, understanding of others and empathy
- Preparedness to function confidently and competently in life away from home
- Life skills—sewing, cooking, baking, laundry, personal hygiene, environmental cleanliness
- Effective communication and listening skills
- Healthy relationships
- Compassion, Justice, Respect, Wisdom and Honesty inform all actions and decisions
- Preparation for college life, developing well-rounded citizens
- Development of the ideal Keystone graduate



Essential Questions:

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

Learning Objectives:

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

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

Residential Life Activities

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

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

Facilities

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

Student Leadership Opportunities

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

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

Duties of Student Proctors:

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

Essential Duties and Responsibilities of Dorm Heads and Dorm Parents

Adult Leadership: Dorm Heads and Dorm Parents

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

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

Dorm Heads

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

- Contribute to the development of the residential life curriculum and provide differentiated/tiered support as needed.
- Bridge the academic program and the residential life program through pastoral care, academic advising, and tailored action plans, while also offering guidance and support to proctors.
- Manage, assist, and counsel dormitory faculty, and hold regular Dorm Parent meetings.
- Organize monthly birthday celebrations for boarding students.
- Educate students on dorm and school rules, and train students on the proper use of passes for signing in and out.
- Address minor disciplinary situations such as unsatisfactory dorm check in, failure to observe lights out times, and electronic device violations, and regularly update the Director of Residential Life about student behavior in the dorm.
- Manage the budget for dorm-related events and activities, and place orders for supplies as needed.
- Organize floor meetings (once a week), and support events sponsored by these meetings.
- Serve as the primary point of contact for concerns or crisis situations that arise during evening hours and cannot be resolved by Dorm Parents. The Dorm Head, in consultation with the AOD, will assess the situation and determine whether the involvement of a school counselor or other administrative personnel is necessary.
- Maintain a safe and healthy living environment by proactively identifying potential issues and addressing them in a timely manner.
- Train Dorm Parents on their duties.
- Plan and deliver residential life curriculum.
- Plan and organize floor-level activities, including campus weekend events and community service projects.
- Perform other duties as specified by the Director of Residential Life and assist other Dorm Heads as needed.
- Fulfill the core responsibilities of a Dorm Parent.

Dorm Parents

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

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

The responsibilities of Dorm Parents include, but are not limited to:

- Understanding and adhering to dorm procedures, including dorm check in, daily supervision, lights out times, pastoral care, and all relevant policies.
- Maintaining a high level of visibility within the dorm, and providing guidance and advice to students as appropriate.
- Collaborating and communicating with fellow Dorm Parents to ensure a consistent “family-style care and nurturing” approach for students across all floors.
- Providing boarding students with family-like care and parental support, and organizing dormitory gatherings with dorm proctors.
- Taking time to genuinely know and care for students, and being an attentive and available listener.
- Mentoring and providing guidance to dorm proctors.
- Communicating and enforcing school and dorm policies to boarding students with regard to both residential life and academic matters.
- Maintaining evening dorm logs and relaying student concerns to the residential life management team.
- Tracking boarding students' weekend overnight stays and participation in activities.
- Attending and actively contributing to weekly dorm team meetings, student dorm meetings, Campus Weekend floor activities, and community dinners.
- Organizing and leading weekly family cluster meetings.
- Supporting dorm activities through physical presence and genuine enthusiasm.
- Remaining on call during duty hours and responding promptly to late-night emergencies and medical situations, while maintaining a visible presence and offering support on the floor even during off-duty hours.
- Taking turns conducting weekend evening room checks.
- Collaborating with advisors and subject teachers to support students.
- Liaising with the Facilities Department to address any cleaning or maintenance issues as they arise.

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

Reporting:

Dorm Parents report to the Dorm Head and Director of Residential Life.

Tenure:

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

Compensation:

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

Floor Ethos and Aesthetics

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

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

Weekday Supervision for Residential Life Faculty

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

A Sample Evening Schedule:

TIME	SUN, TUES- THURS NIGHTS	TIME	MONDAY NIGHTS
5:30-7pm	Dinner	5:30-7pm	Dinner
7pm	Dorm Check in, room inspection	7:00-7:40pm	Dorm Check in and Monday Dorm Meeting
7:00-9:30pm	Study Hours	7:45-9:30pm	Room inspection and Study hour/ Homework
9:30pm	Evening Dorm Check in	9:30pm	Evening Dorm Check in
9:30-10pm	Study Break	9:30-10pm	Study Break
10:15-10:30pm	Lights Out	10:15-10:30pm	Lights Out

General responsibilities of evening supervision are as follows:

Arrive for evening duty in dorms on time at 7pm (MS/HS library, music room, After School Academic Pillar staff (ASAP) arrive at 7:20pm; Open Gym staff arrive at 8:20pm). If you are supervising dorm areas, please:

- Turn on two-way radio to channel 5 and make contact with duty team.
- Open boarding management system, and take 7:00pm roll call and submit.
- Check the list of students who need to go to Dorm Supervision in Teams.
- Ensure that no parents are in the dorms after 7pm (after 8 pm on Sundays).
- Complete room inspection for all rooms between 7pm and 7:30pm. Record findings in dorm log.
- Have face-to-face check-in with each student by 7:15pm. Establishing contact with each student is crucial. You must physically see and speak to each student.
- Ensure students place cell phones in yellow pockets at 7pm to reduce distraction during study hours.
- Ensure that work crews are supervised and completed (see next page for more information on work crews).
- Establish quiet in the dorm by 7:25pm.
- Students who need to complete a group project must do so in the library or common room.
- Begin your Duty Log (Go to: boarding management system) and comment on the following:
 - Dorm Behavior
 - Student Concern e.g., first period tardy/lights out/late tech/room inspection/others
 - Family Cluster talk/conversation
 - Maintenance issues
 - Administrator on duty (AOD)
- Establish your presence in the hallway by walking through the dorm often; make regular contact with students. Avoid remaining in any room for long since this may distract students from studying and may keep other students from finding you.
- Except Sunday and Monday, study hall begins at 7:30pm and should be used only for Keystone academics or co-curricular programming. This guideline applies to online commitments as well as those that take students off-campus.
- Study hall concludes at 9:30 pm. All students should stay on their floors after 9:30 pm. Students are encouraged to interact with their floormates after study hall.
- Ensure all student technology devices are turned in by the required times, and students are in bed with lights out as required.*

G9

10:00 PM – Tech turn in

10:30 PM – Lights out

G10

10:15 PM – Tech turn in

10:30 PM – Lights out

G11

10:30 PM – Phone turn in, Laptop turn in according to privileges

No lights out

G12

10:30 PM – Tech turn in according to privileges

No lights out

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

Work Crews and Dorm Chores

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

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

Room Inspection Criteria

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

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

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

Individual Quiet Study

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

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

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

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

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

Group Study

Students in grades 10-12 may sign out to the library for group or quiet study; Grade 9 from Semester 2 or by request.

Dorm Sign Out for Students

Any student who expects to be away from his/her floor for more than 15 minutes: change their location in the boarding management platform, indicating his or her whereabouts and issue a yellow dorm exit pass. Less than 15 minutes should sign out in the sign out Log

on the duty desk. For example, if a student wants to go downstairs to print, he or she needs to sign in the sign out Log. The sign-out note/location on boarding management system allows the duty faculty to locate the student quickly and easily. Students who fail to sign out accurately and honestly should be reported in the duty log.

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

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

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

After School Academic Pillar (ASAP)

Some students need special, extra academic support. An evening academic support staffed by classroom teachers will be on each night. Each night is dedicated to a different subject. Teachers assign students who need extra support or close supervision with their homework or extra practice. Teachers send students to ASAP only if they need support in the subject area represented by the teacher on duty. Similarly, Students can also self-select to attend the ASAP as a way to gain feedback, build confidence, or advance in a subject.

Late Lights

Students from grades 9 (second semester) and 10 are permitted to request 'late lights' for extended study twice per week, excluding Sundays or the return from a break. They must present the late light request to the teacher on duty by 9 pm. It is up to the teacher's discretion to award late lights to the student. Once you award the late lights, the student may not have the personal cell phone for use at 9:30 pm.

Technology Collection

The dormitory staff ensures all cell phones are collected at the start of study hours and again at the end of the evening. Laptops and phones for students in grades 9-11 are locked up overnight by the Dorm Parent in the dorm "tech" cart. The tech cart is unlocked by security at 6am the following morning. Students in grade 11 are granted the privilege of keeping their laptops overnight. Academic standing and adherence to dormitory regulations will affect the granting of this privilege. Grade 12 students keep their technologies overnight as long as the privilege is not abused.

Special Evenings

- Dorm teams meet on Mondays at 6:30pm, followed by floor meetings with students at 7 pm.
- Dorm Competitions on selected days are a chance to blow off steam where there are activities and games each week.
- The Performing Arts Center schedules many performances during the week and weekends. Students' location on boarding management platform must be changed to "On campus evening event" and notify the Dorm Parent on duty of their plans to attend an evening performance or other school event.
- The Office of College Counseling also schedules evening events.
- Several events have become residential favorites: Welcome party, Watch your back, Dorm Cup, Chinese Holiday Dinners, Christmas Party, Keystone Idol.

Substitutions and Emergencies

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

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

Disciplinary Responses

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

- Attempting to deceive by holding an extra laptop or phone:
Depending on the number of violations, penalties may include, but are not limited to, confiscation of equipment or separation from boarding
- Excessive public displays of affection (PDA): possible temporary leave from boarding
- Unauthorized absence from the dorm or campus: one-week suspension; may result in permanent separation
- Inability to meet commitments/chronic violations: separation from boarding or suspension
- Drinking or smoking on campus or in dorm: permanent or temporary suspension from boarding and/or the academy
- Chronic dishonesty: weekend community work or one-week separation from boarding
- Prohibited items: fireworks, alcohol, cigarettes, medicine, laser pointers, knives, swords etc. (see Community Handbook)

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

Wednesday Dinner Pass

On most Wednesdays, after the last commitment of the day and no earlier than 2:50pm, boarding students may sign out to have dinner with their parents, another Keystone Academy parent, or a faculty member.

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

Other Weekday Duties

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

Library and Study Hall Guidelines for Duty Teachers

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

If heading to the library, boarders location will be changed to library by dorm parent on duty. At the end of the evening, kindly change their location back to dorm floors.

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

ASAP (After School Academic Pillar)

You will find a list of students who need supervision or academic support due to low grades, poor time management, etc. in Teams.

Students must be working quietly in groups or individually, not gaming or watching videos.

Open Gym Guidelines for Duty Teachers

Open gym for boarders (Monday - Thursday 8:30 pm-9:30 pm)

Please turn on the walkie talkie to channel 5 and Boarding management system and be prepared to connect with the Dorm Parent team. Supervise students in the gym and other assigned areas. Make sure there is no safety issue and send students back to dorm on time - 9:25pm. and remind the students to clean up before sending students back to dorm on time - 9:25pm.

Weekend Duty Supervision

Residential on-duty faculty support the activities of the weekend program in a number of key ways. Faculty may design and chaperone an on- or off-campus activity, or perhaps open their homes for cooking, movies, and games. Faculty may organize a weekend field trip to a local venue, or chaperone a service learning opportunity. Faculty on weekend duty are an active and visible presence on campus ensuring that students are safe and engaged in healthy pursuits. Adults are encouraged to organize spontaneous activities in response to student interest. A shared game of table tennis with a student is an enjoyable way to spend some duty time! All residential teachers are assigned to a weekend team and will normally work 8 to 9 half-weekends each year. Please remember that life in a boarding school cannot be quantified; some weekends you will have more assignments than others. Flexibility and good humor are expected from residential faculty.

On weekends, students must sign out through boarding management system. Parents must endorse/apply passes if students are leaving without a Keystone staff member.

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

Weekend Check-in

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

- All off-campus trips on Friday and Saturday should return on campus by 10pm and students should check back into the Student Center before going up to their dormitory hallways.
- Face-to-face check-in with the faculty on duty in the common room is at 10pm for all students. Students are required to be in their own rooms after check-in. Students shouldn't visit other rooms after check-in. No sleepovers.
- The evening check-in signifies that students are in the dorm and on the hallway for the night. Leaving the hallway or dorm after check-in is a breach of trust and considered a major rule violation with disciplinary consequences.
- If students have an approved sleepover pass to be a guest in a friend's room, they may sleep in another room. Sleepover passes must be filled out either Friday or Saturday at dinner with the teacher on desk duty, and no later than 8:30pm. One guest per room.
- Lights out on the weekends is flexible. Students in grades 9-12 do not have a lights out time.

Weekend duty assignments are distributed by Friday of every week preceding weekend duty. Trip chaperones/activities supervisors need to take roll call on Reach boarding management system. Always meet your students for trips at the weekend duty desk ten minutes before the stated departure. Be clear with students while on a trip about expectations and meeting times and locations. Students must wear seat belts on bus rides and should have the chaperone's cell number. Report to AOD of any "no show" students.

Weekend Activities Chaperone Guidelines & Residential Duties

For weekend activities chaperone, weekend dorm evening check-in, campus roaming route, go to Keystone Hub → Student Life homepage → Residential Duties

Weekend Resources

The weekend resource such as students stay on campus on weekends, on/off campus trips and name lists, bus information, are on Reach boarding management system. Weekend AOD is provided an iPad with Residential life email.

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

Weekend Information

Weekend information such as boarders on/off campus status, students staying on campus on weekends, on/off campus trips, bus information etc., are on Reach Boarding management platform. Weekend AOD is provided an iPad with access to Residential Life email.

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

Weekend Passes

Students must apply for weekend pass on Reach boarding management system prior to weekends, school break or long weekends. Parents will be asked to endorse the child's plans. Without an approved pass, students are not permitted to leave campus, unless traveling with school personnel on a weekend activity trip. All students must return to Keystone by 8pm Sunday; request a Late Return pass on Boarding management platform if delayed.

Approving Student Pass Request to Leave Campus

Check student's pass for

- Leaving and Returning time [not later than 10pm]
- Parent endorsement

Food Deliveries

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

Gaming

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

Sustainability

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

Some Important Notes:

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

- Should not be more than 20 minutes ride away from school.
- Not consume alcohol while on duty.
- Be on time for all assignments.
- Are a presence on campus and are actively engaged with our students.
- Be on duty until all your responsibilities have been fulfilled.
- Contact the AOD if you become ill and cannot complete your duty shift.

- Understand that hours and tasks will vary each weekend.
- Enjoy the kids while on duty!

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

Response Protocol

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

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

Nurses

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

Security

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

Facilities

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

Administrator on Duty (AOD) and Counselor on-call

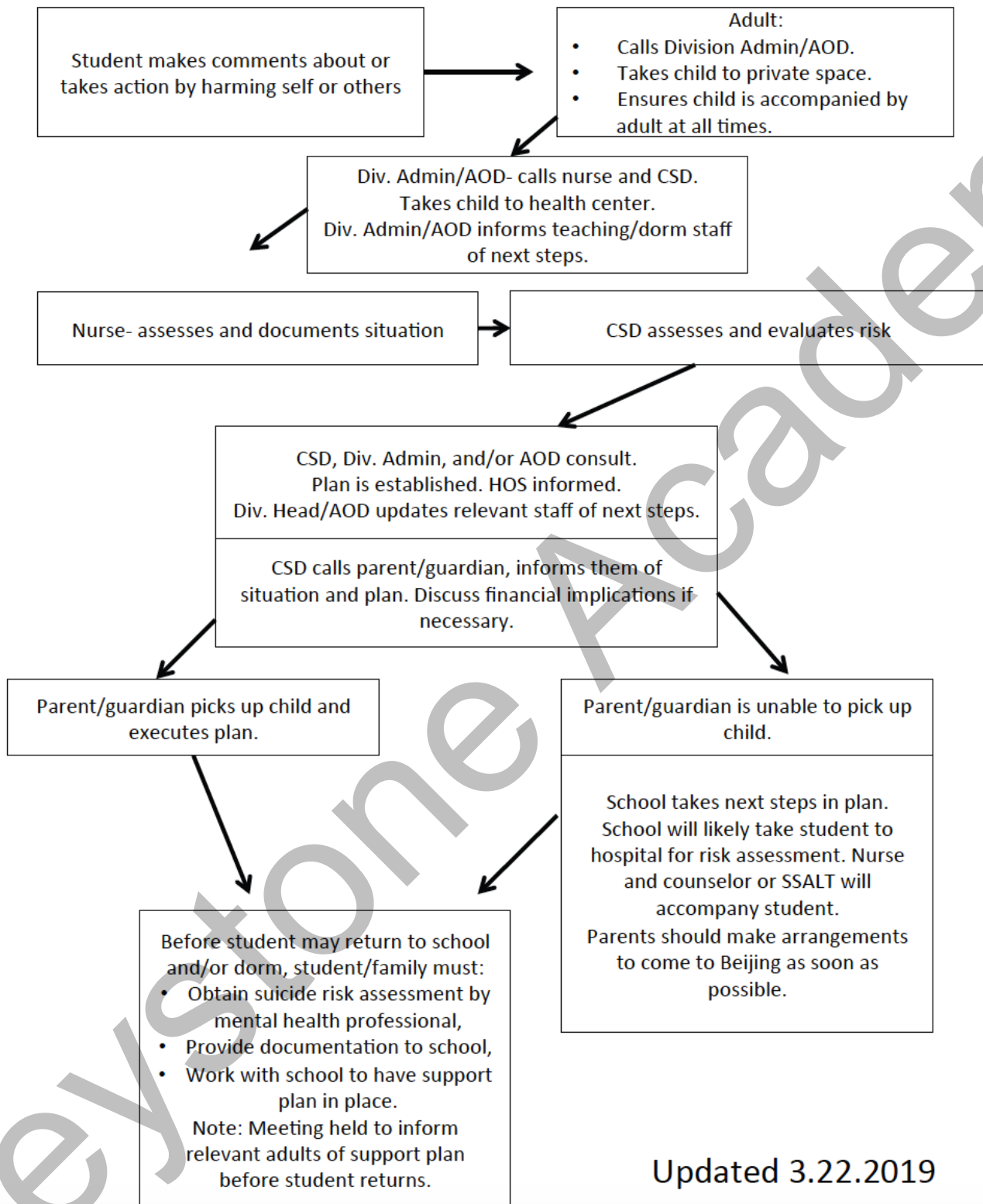
Students and teachers may call 1999 on the land lines (or dial 8610 8049 6008 first on a cell phone) for the AOD, and 130 0195 8268 for the counselor on-call.

Dorm Access

The dorms are closed during the academic day. Students should have a teacher’s note to request an elevator pass for emergencies from Residential Life Office.

KEYSTONE ACADEMY CRISIS PROTOCOL

Student Harm to Self or Others



Updated 3.22.2019

Keystone Academy is committed to safeguarding and promoting the welfare of children and young people and expects all members of the school community to share this commitment.

北京市鼎石学校致力于保护学生安全及促进学生福祉，并期待每一位社区成员都能坚守这一承诺。



What to do if you have a concern 对安全问题有所担忧时，可以怎么做

If you are a student at Keystone and concerned about your safety or the safety of anyone else, please speak to a trusted adult such as a teacher or counsellor.

如果你是鼎石的学生，并对自己或他人的安危有所担心，请和你信任的成年人沟通（比如你的老师或心理辅导老师）。



All reports and actions are confidential. 所有报告和后续行为都将被保密



James Rupasinha & Bella Li 李晓雨
Designated Safeguarding Leads (DSLs). 儿童保护专员
Room 1353 办公室



The safeguarding reporting form can be accessed by the QR code or on the Hub. 扫码填写在线报告表格，或通过 Hub 上的链接填写

Updated in September 2024

Glossary of terms used in our residential life program

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

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

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

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

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

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

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

After School Academic Pillar (ASAP) - A study support program staffed by teachers held in weekday evenings.

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

Residential Life: Who to Contact

MAIN SCHOOL PHONE NUMBER: 010 8049 6008

Department 部门	Name 联系人	EXT 分机	E-mail 邮箱地址
MS Office 初中办公室	Hannah Han 韩艺	1705	middleschool@keystoneacademy.cn
HS Office 高中办公室	Mia Miao 苗晓丹	1808	highschool@keystoneacademy.cn
Residential Life Office 寄宿生活办公室	Sissy Sun 孙薇薇 Freya Chang 常天然	1986/1906	residentiallife@keystoneacademy.cn
Health Centre 健康中心	Nurse On Call 值班护士	3000	healthcenter@keystoneacademy.cn
KAP Office KAP课外课办公室	Angel Yu 于书清	1901	angel.yu@keystoneacademy.cn
Bus and Transportation 校车及交通事宜	Sandy Zhao 赵英	2620	sandy.zhao@keystoneacademy.cn
Uniform Shop 校服店	Uniform	5100	uniform@keystoneacademy.cn
Registrar 学生信息登记处	Jade Jia 贾玉婷	2012	jade.jia@keystoneacademy.cn

Dorm Heads

WEST TOWER	
West 2: Xiaoge Cayla Pang	cayla.pang@keystoneacademy.cn
West 3: Yanran Kang	yanran.kang@keystoneacademy.cn
West 4: Xinyu Helen Fu	helen.fu@keystoneacademy.cn
West 5: Yang Jessie Xu	jessie.xu@keystoneacademy.cn
West 6: Jason Roy	jason.roy@keystoneacademy.cn
West 7: Jake Herring	jake.herring@keystoneacademy.cn
EAST TOWER	
East 2: Jorge Durango	jorge.durango@keystoneacademy.cn
East 3: Tingting Xu	tingting.xu@keystoneacademy.cn
East 4: Kuldeep Chabada	kuldeep.chabada@keystoneacademy.cn
East 5: Charles Karuri	charles.karuri@keystoneacademy.cn

Keystone Academy



A new WORLD SCHOOL
真正的世界学校

A new MODEL OF EDUCATION IN CHINA
全新的教育模式

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