



# Residential Handbook

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# Introduction

Dear Parents,

This booklet has two objectives:

1. To briefly introduce dormitory life to students and their parents new to the idea of residential schooling; and
2. To give information about the necessary preparations for arriving at **TOWNSHEND**.

One of the first things your child will be confronted with in a dormitory is the many rules and regulations that direct their daily lives. Unlike a small family, in which rules evolve inconspicuously, the rules and especially the schedules of a dormitory are very distinct and marked. The Dormitory Parents and the assisting staff do their best to show flexibility and consideration for the different needs of the individual children; nevertheless, the concept of flexibility exists only in relation to the concept of structure and order. In debatable cases the priority set in decision making is always the welfare of the entire dormitory community.

In this respect, we ask for your understanding, cooperation and support in helping to make your child's stay in the **TOWNSHEND** dormitories effective and fruitful.

During your child's stay away from home, it would be advisable for you to be in constant contact with them. Your voice and a few words of encouragement on the phone will be a spot of sunshine in your child's day. Most effective are letters or emails that can be taken aside and read in peace, over and over again! Children compete with each other over who has received the most letters and packages.

The Dormitories keep track of student birthdays, and celebrate them in some 'small' way. Be sure that you, too, remember ahead of time, leaving at least a week for your package to arrive punctually.

Watch out for November and February! These are the 'depression' or 'dumps' months. Your telephone will constantly be ringing to describe an unhappy and miserable life. Just remember: This, too, shall pass! Sometimes much sooner than expected. Sometimes within minutes of hanging up the phone.

As you know, there is a set limit on pocket money. The most important goal of this limitation is that a large number of children can learn to live together as the members of one family in which there is a balanced financial variance. This limitation stops the desire to show off with more and with better. (Also, the main reason for the dress code.) If you sometimes would like to give your child an extra, put it in the Cash Request Account and earmark it 'For Extras'.

If you are planning on visiting your child during the year, please take into consideration the school calendar and the dates determined for parents/teacher meetings. These are the best opportunities for learning about your child's progress and behavior in school.

Please remember to make an appointment with the Dormitory Parents for any 'small talks'. This will enable them to plan you onto their daily schedule.

Should you have any questions or concerns, please do not hesitate to approach us.

We look forward to welcoming you to Hluboká, to **TOWNSHEND**, and to our family.

# Administration

## Visas for Non-EU

Students who hold non-EU passports require student visas. After a student has been accepted, and a deposit made, the school can provide guidance and documents required to applying for a student visa. The most noteworthy documents needed are:

- Letter of invitation from Townshend
- Passport valid for 3 years
- Health Insurance from the Czech Republic (provided by the school)
- Police Clearance with Apostille seal for students 15 and older

Except as noted below\*, student visas must be obtained before the student is able to start at Townshend. Student visas typically take 3 months to be issued. Each year several new students arrive after the school year has begun, because they were awaiting visas. To ensure students arrive at the start of school in August, your visa application should be submitted to the Czech Embassy of your home country by May at the latest. The sooner, the better.

The visa application process has many requirements, which we will guide you through.

During the course of the first year, and during subsequent years, renewal of the visa, which is coordinated by us, and covered by the annual Non-EU Residential Assistance fee.

\*Students who are late applying to Townshend, and who hold passports from a limited number of countries can start studying at Townshend on a 90-day tourist visa and apply for a student visa during that 90-day period. The school coordinates all aspects of the process for these students. Common countries include Argentina, Australia, Brazil, Croatia, Guatemala, Honduras, Israel, Japan, Malaysia, Mexico, New Zealand, Nicaragua, Panama, Paraguay, Singapore, South Korea, USA, Uruguay, and Venezuela. Please check the Czech Embassy website for updates and for a complete list.

## Arrival Day

Residential students should arrange their arrival for one of the 2 days mentioned on the school calendar, since:

1. The dormitories are not open before the given dates.
2. Transportation from airports (Prague, Linz, Vienna, and Munich) can only be offered on these days.
3. All students must be present at the Dormitory Orientation services.

## Student Personal Information

Parents are asked to keep the school informed of any personal and/or business changes of address and telephone numbers during the year.

## Health Insurance

After receiving a residence visa, students can apply for health insurance, the only requirement for which is a health check at the hospital in Ceske Budejovice. The insurance company is requested to cancel coverage during the July-August vacation time and to restart in the following September. Parents wishing to repatriate their child in case of hospitalization must have previously arranged this with their local (home) insurance company.

## Travel

Students travelling to the Czech Republic usually fly into the Prague or Vienna airports. Transportation to Townshend can be arranged. Students are encouraged to travel in groups, if possible. The school can help with travel arrangements if requests reach the administration in good time.

The Czech Republic has a very good and inexpensive public transport system from Prague to Hluboká. The school provides a continuous shuttle service from the train stations in Ceske Budejovice and Hluboká to the **TOWNSHEND** Campus. However, it is necessary that the administration be informed at least one week before the day of arrival.

If you are not travelling to school with your child, please make sure that they carry the school address and telephone numbers in case of an emergency.

## Vacation Periods

Please make sure that all travel arrangements for your child have been made ahead of time. (For information regarding dates, please visit the Townshend calendar on the website.) Students must leave the campus and arrive back on campus on the given dates. If the school is arranging the trip, travel expenses must have been deposited with the school in advance.

**The dormitories are closed to students during the school vacations and students cannot stay on campus during these times. The vacations include the autumn holidays, usually the last week of October; winter holidays, end of December to mid-January; spring holidays, starting just before 20 March; and, the summer holidays, July and August.**

## Activities & Youth Awards

The residential program offers a number of weekly activities with the purpose of addressing the individual needs of the students, and ensuring an all-round healthy growth and development. These activities are also regarded as credits for the Townshend Youth Awards, which enables the student to be eligible for the International Youth Awards. In order to receive this Award, students are required to spend a designated number of hours in each of the three categories offered: sports, skills & personal development, and Services.

## Private lessons and other activities

Students interested in pursuing other interests find a rich pool of resources in the vicinity of the school, with offers such as tennis, football, baseball, dancing, music, swimming, horseback riding, martial arts and fine arts classes.

The school administration helps in arranging the classes and payment is arranged between the student and the private instructors.

As an extension to the moral & ethical education that the school offers, there are also voluntary Baha'i-inspired service projects, philosophical discussion workshops, devotional meetings and youth gatherings.

### **Required for Dormitory**

- indoor house slippers
- personal hygiene supplies for the first weeks
- underwear & socks for at least 10 days
- pyjamas & bathrobe
- 2 bath & 2 face towels
- alarm clock
- some students like to bring their own bed sheets or comforter

#### **Please also bring:**

- Swim suit
  - At least one formal dress/suit
- All clothing articles must show modesty, be in good condition and free of undesirable pictures or messages.
- Leisure clothes for after school and weekends
  - Sports clothes
  - One pair of outdoor sports shoes, and one pair of indoor sports shoes; football cleats if you wish.
  - Any personal sports equipment (bicycle, skates, etc.)

- ear phones
- sleeping bag

Most things needed for everyday use, as those mentioned above, can be found in local stores.

### **Uniforms**

The school requires a compulsory dress code during the school day. Dress code can be purchased at the school uniform shop (limited number of items available) or recommended online shops:

[www.nextdirect.com](http://www.nextdirect.com)  
[www.marksandspencer.com](http://www.marksandspencer.com)  
[www.bezpotisku.cz](http://www.bezpotisku.cz)

To ensure students have enough clean clothes through the week, please purchase a minimum of five shirts, three pants/skirts, and three sweaters or jumpers.

- Pants/Trousers/Skirts: Dark grey pants. Girls have the option of wearing pants or skirts. (Skirt length may be worn up to 7 cm above or below the knee.)
- Shirts: Students have the choice of wearing white shirts, either button down (white buttons), or polo-style shirts, purchased through the online shops. Button down shirts must be tucked in. Polo-style shirts may be tucked in or not.
- Sweater: V-neck navy blue sweater or jumper may be worn over the shirts. They may not be tucked in. They may not be worn without a shirt underneath
- All items that have not been purchased through the uniform shop, must be similar in shade and have a texture similar to the uniform, no patterns, not marked, no extra colors, logos of any kind.

Bring with you:

- Shoes: Flat, solid-black leather polishable or synthetic leather. (No tennis shoes, sports shoes, casual shoes, or shoes with colors or rims other than black)
- Socks: Solid black or grey crew socks. Girls may wear solid black, grey, or natural nylons or leotards (no fishnet or other design patterns)
- Belts: Solid-black dress belt for use with trousers

Optional:

- Fleece: The plain blue fleece may be worn as an alternative or an addition to the sweater.
- Ties: Wearing the Townshend tie is optional – available in the uniform shop.
- Blazers: Blazers are reserved for senior students, and are optional.
- Townshend t-shirts and sweatshirts. (These are not part of dress code. They are casual wear.)
- In cold weather students may wear a plain, single color blue or black neck scarf.

While studying at Townshend, students are considered as “professional” learners, and should wear uniform as a young professional: neat, clean, ironed, and modest; neither too tight nor too loose or baggy; and pants and skirts must stay up by themselves. School dress code is also required during most one-day academic excursions.

## **Personal Allowances**

At the beginning of the school year an account is opened for ‘pocket money’ and one for ‘sundries’\* in the Finance Office for each student. All money paid in and withdrawn is recorded. Students are warned a few weeks ahead of time if their account is running low.

Money can only be handed out to a student when there is money in their account. In case the student has no money left in their account, a loan can be handed out to the student upon a fax or email from the parents confirming the transfer of money. \*Expenditures may include pocket money for everyday things, cash request for extras, e.g. winter coat, and optional school excursions, e.g. ski trip.

## **Address**

Students can use the Townshend mailing address for all correspondence and for receiving packages:

Student's Name  
c/o Townshend International School  
Hradčany 1070  
373 41 Hluboká nad Vltavou  
Czech Republic

## **School Mailing Address**

**TOWNSHEND INTERNATIONAL SCHOOL**  
Hradčany 1070  
CZ-37341 Hluboká nad Vltavou  
Czech Republic

## **School E-mail and Web Address**

[contact@townshend.cz](mailto:contact@townshend.cz)

Website: [www.townshend.cz](http://www.townshend.cz)

## School Telephone

+420 3876 88 111

## School Bank Account

Account Name: TOWNSHEND International School

Bank Name: Raiffeisenbank

Bank Address: Hvězdova 1716/2b

14078 Praha 4

BIC: RZBCCZPP

Bank Code: 5500

Account Number for CZK, EURO, USD : 108 00 108

IBAN: CZ64 5500 0000 0000 1080 0108

**PayPal** – 4% additional fee applies.

<https://www.townshend.cz/payment-methods>

## Guest Accommodations

The dormitories each have two guest rooms, which you can reserve ahead of time for visiting your child. The dormitory parents can also give you information regarding expenses for accommodations in the dormitories.

The town of Hluboka n.Vlt. has many guesthouses and hotels available, which you can google.

# Residential Philosophy

## Aspects of Holistic Education

- Ethical/ moral education: Spiritual activities (deepenings, study circles, discussion workshops)
- Social skills and training in coexistence: greeting and welcoming people, polite



speech, tone of voice and choice of words - respectful and kind words, eye-contact, table manners/ dinners together

- Psychological, mental health in cooperation with the school counselor
- Work habits, study skills
- Physical wellbeing
- Consultation training through all meetings

To understand the nature and the mechanism of the Townshend Dormitories, it is important to understand the philosophy that Townshend advocates.

“While nurturing the highest qualities and values...parents must also provide for the integrated development of all their children’s capacities – spiritual, moral, intellectual, emotional, and physical.” (BIC, THE FAMILY IN A WORLD COMMUNITY)

It has been Townshend’s goal to create a safe environment in which this holistic approach to education and child training can be practiced.

The growth and development of a child is not limited to the weekly 35-40 hours spent in school, but starts from the time the child awakens and continues until bedtime and beyond. This puts an even heavier burden upon the shoulders of the dormitory staff. Each dormitory is the home of 50 students, one dorm parent couple, an assistant, and when available youth doing their year-of-service, who are given the role of elder siblings.

The daily routine of the dormitory parents, which starts at approximately 6:30 in the morning, includes the following questions:

Did he wake up?  
Did she eat breakfast?  
Were his clothes neat and clean?  
Will she leave the dorm on time to make it to school?  
Did he do his laundry?  
Did she clean her room?  
Did they hear the snack bell?  
Did he eat dinner?  
Is she doing her homework?

Did he spend too much time with computer games?  
Is she talking all night and not getting enough sleep?

The floors are cold; does he have his house shoes on?  
The weather is cold; did she wear a coat out?

Is he sick?  
Does she have a fever?  
Shall we call the doctor?  
Can he come downstairs to eat?  
Was any soup taken up to her room?  
Are his visa papers in order?  
Do we have to start the prolongation procedures for her?  
When is he traveling?  
When is she coming back?  
Did he get his tickets?  
Will she be picked up?  
Does he need accompaniment to the airport?

Has her ride to the train station been arranged?

Who is that walking around at 3:00 in the morning?

All of the above questions, and many more, concern the **physical** needs of the child. The physical needs of up to **50 children(!)** in each dormitory.

The students' weekly schedule includes activities to cater to the **intellectual, the spiritual, the moral and the emotional** needs of the students; both school and dormitories facilitate the activities.

Whereas the emotional welfare of a child needs individual attention, (i.e. the dormitory mother tucking the child in at bedtime, sitting on the edge of her bed and talking with her, giving him advice in his relations with other children), the moral and spiritual training of the children is attended to in a more general manner. The dormitory schedule allows for an all-dorm 15-minute prayer and meditation gathering every evening after study hall. Although Townshend looks for guidance to the Baha'i Writings, the children are welcome to bring prayers and books from their own confession and to share their prayers with all else. The students are encouraged by their dormitory parents to attend deepenings and discussion workshops other than the afternoon activities. Furthermore, students are expected to attend picnics, outings, and celebrations planned by the dormitory, learning to socialize and to take part in the life around them.

It is extremely important for both parents and students to understand that the Townshend dormitory is not a housing facility catering to students wishing to attend Townshend International School. The Townshend project includes an educational program for both school and dormitories.

## Townshend Code of Conduct

Five principles have been chosen from among the virtues as the criteria by which all action can be judged. These principles have been preferred, because each, in itself, embodies a number of virtues, and combined they include all virtues.

**Honor**  
**Respect**  
**Responsibility**  
**Leadership**  
**Commitment**

An important and often mentioned aspect of Townshend is the possibility given to youth for spiritual growth. By keeping the school distanced from the undesired influences that today's world exercises upon young and old, and by looking to the moral and ethical principles as the guideline to a healthy and happy growth, a community has come into being whose members are free to discover their inherent qualities, and to shape a clear and far reaching vision of their needs and their future. In this respect, the criteria for a student to continue at the School, is the initiative taken and the development shown in their personal growth.

Students and Staff, irrelevant of their age and position, are expected to measure their words and their actions by the Townshend Code of Conduct.

### **Honor:**

Honour is the inner drive that propels and perpetuates perseverance in making ethically and morally right decisions. Honour fosters such virtues as Integrity, Chastity, Purity of Motive, Self-esteem.

### **Respect:**

Respect for the rights and the dignity of all can only be righteously expressed when comprising the synthesis created among the three circles within which the individual finds themselves: the inner circle of self (self-respect), the middle circle of the community (respect for all persons), the outer circle of the environment (respect for one's environment).

This synthesis then reflects itself in such qualities as Courage, Care, Consideration, Resolution, Character

### **Responsibility:**

Maturity of character requires taking responsibility for each of the three individual circles, without exception: this care and concern conveys and results in Trustworthiness, Stability, Efficiency, Dependability, and Loyalty

**“[The] values of respect and responsibility are necessary for:**

**healthy personal development**

**caring interpersonal relationships**

**a humane and democratic society**

**a just and peaceful world”** Thomas Lickona, Education for Character

### **Leadership:**

Leadership involves making the right decision and acting upon it; rejecting the influences that can obscure one's perception and one's capacity of discernment; establishing an example for those younger or with less determination.

True leadership lies in the desire to be of service to all mankind and is founded on Initiative, Service, Humbleness

### **Commitment:**

Bringing to an end what one has started is rewarded manifold; the strengthening of Determination, Resolution, Perseverance are of the direct results. Students accepted to Townshend are expected to commit themselves to upholding the Townshend Philosophy.

<b>Honor</b>	<b>Respect</b>	<b>Responsibility</b>	<b>Leadership</b>	<b>Commitment</b>
Chastity Fairness Faithfulness Honesty Justice Loyalty Purity Trustworthiness Truthfulness Forgiveness Unity	Consideration Courtesy Obedience Patience Respectfulness Tactfulness Tolerance Friendliness Prayerfulness Reliability Reverence	Care Helpfulness Orderliness Reliability Responsibility Service Cleanliness Compassion	Assertiveness Courage Detachment Flexibility Gentleness Humility Mercifulness Moderation Modesty Purposefulness Service Tactfulness Creativeness Generosity Kindliness Peacefulness	Determination Enthusiasm Love Loyalty Perseverance Self-Discipline Steadfastness Thankfulness Joyfulness

## **Capacity Building**

With the initiation of the Leadership Program, the designations 'hobbit', 'junior' and 'senior' have been newly defined for a better understanding of the role of the students in the dormitories, and for

a deeper awareness of the role of the residential program in the lives of the students. Although the titles are the same, each has been given a new meaning, a new mandate and a new aim. I.e. the term 'senior' is no longer given to a student who has been picked from among the others to take a position of trust and responsibility. Now the term is given to all students in Levels III & IV in acknowledgement of the level they have achieved and the expectations and responsibilities of that level.

## **Hobbit**

### **Under 15 years of age**

Personal Life Skills: Takes care of personal hygiene; keeps room, closets & drawers clean; takes care of clothes, cares for belongings; does laundry, ironing, repairing clothes;

Social Skills: Recognizes his/her spiritual being; practices honesty, integrity, & obedience; learns to express thoughts, feelings & emotions in an acceptable language; practices courteous behavior when at table, when talking to adults, when among friends;

Time Management & Study Skills: Learns to work with schedules; adds divers activities to his/her daily schedule; learns to set priorities; creates and conserves an environment conducive to study; seeks help and tutoring when needed;

## **Junior**

### **15 years – Level II**

Acquiring the virtues of and practicing the Code of Conduct:

Acquires a 'reputation' of truthfulness and honesty; shows the ability to make good decisions; shows leadership in directing peers away from making harmful decisions; shows trustworthiness and reliability; is an example for the younger students;  
Shows focus and is goal oriented; shows effort and progress; adds to the community; practices consultation, team-building, compliance & cooperation, supports the dorm parents;  
Keeps an eye on the hobbits, tutors; takes initiative in programming activities and planning events;  
Cares for the dormitory and campus and keeps them in good repair;

## **Senior**

### **Level III & IV**

Upholds, defends and exemplifies the school philosophy at all times;  
Supports and assists staff; leads the hobbits and the juniors; monitors, corrects and explains;  
Keeps the dormitories as 'safe homes';  
Tutors whenever his/her time allows;  
Shows honor, respect, responsibility, leadership and commitment;

## **Dormitory Policies**

The Dormitory Handbook contains a number of 'do and do not's' and rules and regulations, but obviously does not mention all 'do and do not's' in existence and in adolescent minds. Students are expected to ask dormitory staff about matters not mentioned in the dormitory handbook. Students and staff are encouraged to use the Townshend Code of Conduct as a standard by which to evaluate those topics not mentioned in this booklet.

**[ Perfection...] means to consider the welfare of the community as one's own. It means, in brief, to regard humanity as a single individual, and one's own self as a member of that corporeal form, and to know of a certainty that if pain or injury afflicts any member of that body, it must inevitably result in suffering for all the rest.**

'Abdu'l-Bahá, SDC pp. 38-39

## **Animals**

Animals are not permitted on campus

## **Appearance**

The Dormitory Parents will approach students wearing immodest clothing, i.e. over generous cuts, too short shorts, see-through clothing, etc.

## **Attendance**

Regular attendance at evening devotions, workshops and occasional special outings and events is mandatory, unless prior approval from the Dormitory Parents is received. Schedules are posted and students are expected to be at the appropriate location in a timely manner, and be prepared for the designated activity.

## **Bedding**

The dormitories provide students with blankets, pillows, and bed sheets. Students are welcome to bring their own favorites. Bed sheets are changed once a week and sent to the laundry with no extra charges.

## **Boundaries and Cross Gender Visiting**

Cross gender visiting is permitted in common areas only. Admission to bedrooms for same gender visits is based on the occupant's permission.

Visiting students may stay in the common areas: downstairs sitting area and the dining hall;  
the prayer room can only be used upon dorm invitation;

Study Halls are as usual, mixed gender only in common areas;

On week days dorm doors open 7:00 except for runners who go out earlier;

Opening times for the dorms will be announced each term according to the school schedule.

Nights doors close just before prayers;

Lights out: Levels III & IV seniors: 23:00;

Summer time outside and morning cross gender visits on weekends will be discussed  
when  
necessary

## **Chastity**

Students are to conduct themselves in a chaste manner in all personal and interpersonal relationships.

What is not acceptable:

- o Easy familiarity:
  - o Sex
  - o Kissing
  - o Petting
  - o Hand holding
  - o Embracing, hugging
  - o Couples' group at dinner table or signing out together
  - o Cross gender massaging
  - o Cross gender sharing of blankets
  - o Leaning on each other even with something [pillow] between them
  - o Excessive touching
  - o Cross gender lap sitting
  - o Creating an unwelcoming, uncomfortable, exclusive environment
- o Clothing [out of uniform times]: modest: no bathing suits, no naked tops, no singlet undershirt, no 'hot pants', no mid-riff exposure, no generously revealing tops
  - o Swimming pool etiquette; modest bathing suits; no riding on boy's [other gender's] shoulders. No cross-gender creaming with suntan lotion
  - o Students leaving their bedrooms should be dressed appropriately in public areas

If relationships become exclusive and threaten to become in any way physical, the Dormitory

Parents will address the matter with the students.

## **Relationship De-formation**

Of the institutions, most damaged and contorted in the last decades, whilst being the most vital for 'the advancement of an everlasting civilization' is the institution of the family.

This distortion has taken place because of the diverse influences, mostly via media, which normalize divorce, adultery, promiscuity and encourage young and old to take an individual stand for their 'rights' above the unity and the health of the family.

When discussing 'Relationships' with the students, staff discuss the importance of a well-functioning partnership, describe what a well-functioning relationship is, and the relevant effects on the family, the community and the world at large.

Talks with students regarding relationships:

Striving to create a clean slate, starting fresh

Allowing students to re-start with no sense of guilt

Starting explanations from the foundation:

what is the behavior we want to see;

where are the boundaries,

what is right for us and what is not;

Staff are careful what messages they are giving the students: it must be remembered that these are youth who will be starting families and do not need false messages about love. Clear boundaries are set: what is allowed and what is not allowed.

Explaining what is unhealthy with an exclusive relationship;

- Loss of other friendships
- Unhealthy interdependence
- Wrong focusing

Focusing more on what is acceptable: if they want to talk to each other versus physical relationships

Showing them what a healthy relationship is;  
how to treat one another,  
how to work with the different personalities

Because they are going to have these feelings, students are taught how to interpret them and how to express them safely;

Dialogue: teens with intense feelings sometimes just need to be acknowledged; by going to their peers they often receive unhealthy advice

Teens have intense feelings in everything.

Staff deal with all the 'touching' where nothing is meant

- Discussing 'chastity' with the students

- As an example, using the behavior of their parents with other genders

For clearer guidelines see the statement on chastity, included in this book.

## **Communications**

Frequent communication between children and their parents is encouraged.

Also, Dorm Staff will update the students' parents, and especially inform them about illnesses, accidents, and also improvement.

## **Community property**

Active contribution to the care of the environment and all community property is expected.

## **Computers**

See Townshend Electronics Policy

## **Damages**

All damages, whether to equipment, furnishings or buildings, are to be reported to the Dormitory Parents. Expenses for damages not reported will be charged to all students respectively: Damages in a room will be charged to the roommates; damages in the common area of an apartment will be charged to all students living in the apartment; damages in the common areas of the building will be charged to all students living in the building.

## **Dangerous Instruments**

Instruments and/or tools, such as knives, syringes or the like are to be kept in the dorm office unless specific approval is granted.

## **Devotions**

Each dormitory gathers in the evenings for about 15 minutes of prayers, readings, acknowledgements, and announcements. These are held Sun - Thu from 9:15 - 9:30. We have students and staff from a diversity of religious backgrounds -- Christian (Catholic and Protestant) Muslim, Jewish, Baha'i, and Buddhist. All religious traditions are respected. Before arriving parents often ask about the nature of the devotional meeting. While all students are required to attend, no one is required to say a prayer. Many choose to, each according to their own faith tradition. Some students read from the scriptures of their faith, or from a respected philosopher; others recite prayers; others participate through silent contemplation.

In addition to this devotional aspect, announcements are made by students and dorm parents. It serves as a family gathering at the end of the day.

Student attendance at all evening devotions and Holy Day observances prepared by the dormitories are an 'all dorm' event.

### **Deepenings and Workshops**

Deepenings/workshops are organized in one form or the other for the whole dormitory student body. Experience has shown that school scheduled deepenings and workshops are organized for weekdays.

The deepenings vary according to the given possibilities, and include social & ethical, as well as spiritual matters.

### **Dorm Duties**

Care of one's home and environment is an important responsibility. Cleaning services attend to bathrooms and common areas; however, all students also participate in the care of the dorm. Each week the dorm parents post a roster of dorm duties for students to sign up

Regular duties include, snack set up or clean up, weekend breakfast set up or clean up, vacuuming the family room, sweeping the stairs, or tidying the laundry room. Duties may change according to the needs of the dorm. A new sign up list is posted every week. If students do not complete your duties in a given week, additional duties are assigned for the following week.

Every student is required to do duties in their dormitory. Schedules will be put up and the signing up procedures will be explained by the Dorm Parents.

### **Electrical appliances**

Only personal electrical appliances such as stereos, electric shavers, hair dryers etc. are allowed in rooms. Electrical cooking utensils are not allowed in rooms.

### **Emergency drills**

Regular emergency drills are held in order to ensure preparedness to react quickly, safely, and appropriately in the event of fire, or other emergency. Students are asked to follow all instructions immediately, without concern for material possessions.

### **Excursions**

Once or twice a year, the dormitories take a day-trip to a nearby city. All dormitory students participate. The cost of transportation is covered by the school. Students need to only pay for their personal expenses and any meals taken in restaurants.

Typical destinations have included Vienna, Salzburg, Nuremberg, Prague, and Munich.

### **Fire safety**

Matches, lighters, or any other device that can ignite fires are not allowed anywhere on the grounds, or in any building, without direct adult supervision. For decorative purposes only candles with batteries may be used.

### **Food**

Well-balanced and nutritious meals with fresh ingredients are prepared on campus each day. The menu is predominantly European cuisine consisting of meat, vegetables, salad, soup, rice or pasta



or potatoes. There is always a vegetarian option available, in place of the meat dish. Students may return for extra portions, and are encouraged to take enough, but not too much, so as to avoid wasting food.

Snacks are brought to the dormitories in the afternoons and evenings. In addition, there is usually a supply of fruit, bread, and cheese. At least 4 meals are taken on weekends in the dormitories. There are refrigerators in the dining hall of each dorm, where students may keep any special personal food.

Only dry foods are allowed in rooms. Plates, eating utensils and/or cups and glasses from the dining hall may not be taken into rooms.

Dormitory Parents can decide if students can drink in their rooms, i.e. during study hall, or if they should do so in the dining room.

## **Graduates and Seniors**

The Level IVs / Seniors can be given house duties; in the second semester, they may sign out themselves (with permission of DPS) also on week days but must be back by 17:45.

Their responsibilities are to check on: lights out, dorm duties and schedules, wake ups, responsible for common areas in wings, before dinner they help clear out wings of students and turn off lights; they take out Hobbits on the weekends, make the dinner table lists and call the tables; they help with dorm activities; certain seniors are asked on special occasions to assume responsibility for the dorm, i.e. feast – they check on students, make sure snack is out; they supervise breakfast in school.

## **Grievances**

If a student has a grievance, they should first discuss their concern and proposed solution with a dorm parent. If after their response they are still grieved, they can request a meeting with the Director. The ruling of the Director is final.

## **Honor**

Academic and personal honesty are essential to the preservation of trust in the community.

## **Hospitality**

All residents of the Dormitories are asked to make every effort to help Townshend guests feel comfortable and accepted.

Hospitality Policy: Dormitory Parents are asked to remember that children learn hospitality from their parents.

-When guests come into the dormitory, students standing in the vicinity, are introduced to them.

-When students have been invited to an event or are asking permission to visit a friend, Dormitory Parents remind them to greet the host and hostess upon entering, to offer their help, not to over-indulge [food] and to show gratitude upon leaving.

## **Illness**

Dorm Parents keep an eye open for repetitive weekly sickness; all students feeling sick, but who have no fever go to school in the morning and to the nurse's office. The nurse decides which students can stay in school and which should return to the dorms; students identified as sick must remain in their room in bed, drawn curtains, no lights, no music, no computer – exceptions may be made by dorm parents, if the sickness is lasting a few days and the students need a change of scenery; breakfasts are arranged for the sick student; lunch is taken to the dorms by YYOS with guidelines from the nurse; dinner is taken up by the roommate; food and dishes do not stay in rooms;

The nurse gives a list of sick students to the school office;

The nurse is available on week days, mornings till 2:00; dorm parents during non-school times;

Sick child: no light, no music. The focus must be totally on recuperating.  
Children can only be taken directly to the hospital in cases of emergency. In all other cases a doctor will be consulted

## **Injuries**

Injuries are to be immediately reported to Staff who will secure medical assistance and complete an accident report.

## **Laundry**

Each student has a weekly schedule slot for using the laundry facilities. Schedules are made with consideration of Student's school and co-curricular hours.

There are established procedures and schedules for students' entire laundry routine posted.

Seniors take down one wing after the other, do orientation for the new students and have a list typed up of how to use the machines and drying racks. Returning students with a record of having had problems with their laundry should be included in the tour.

Staff members and/or Seniors check times and remind students,

Seniors take late times because they can be up longer, work down the years. New students have a buddy to do laundry together. A senior oversees the laundry room.

Laundry starts at 2:30 week days and stops after 10:30

Weekend from 8:30 to 10:30 – 11:00

Dorm duties list is cleaning the laundry room on Sundays.

Bed sheets are collected Fridays and fresh sheets also delivered on Fridays: in cases of school breaks, laundry is collected on travel day (going away);

On laundry day, bed sheets are brought down in the mornings, before breakfast and new sheets picked up after school.

The dormitories provide students with blankets, pillows, and bed sheets. Students are welcome to bring their own favorites. Bed sheets are changed on a weekly schedule and sent to the laundry at no extra charges.

## **Leftover Possessions**

Beginning of summer:

The dorms store student belongings that are needed for the following school year: slips are filled out with the name of student and number of stored containers and what is in it. Each student can put away 2 boxes and 2 suitcases over school breaks.

Any student who is not returning may not leave anything on campus.

In exceptional cases, something may be left for 3 – 4 months, but will then either be given to the school or sent to a charity. Exceptions are up to dorm parent discretion.

Shoes and clothing left in the common areas during the summer months will be given away.

## **Lights out**

The schedule will be posted at the beginning of every school year. Students may ask for extension. Permission will be given at the discretion of the Dormitory Parent. Students asking for extension may be given permission to do so only in the common living areas, if their roommate is not given an extension.

Although the time schedule might seem too early for older children, the policy was made after complaints from the school came that students were sleeping in first period. Schedules will be announced at the beginning of the year

## **Locks**

Safes, locked cupboards, locked doors are not permitted; money or anything of value may be kept in the dorm office; pocket money picked up but not spent can be kept in the dorm office; locks on closets can be used when students are absent;

## **Meals**

When entering the dining area students must be neatly dressed, and speak in normal conversational tones. When the dining period ends, chairs are to be replaced and the area left clean and neat. Community food and drink is to be consumed only in the dining area. Food for special dietary needs require prior approval.

## **Media**

Music may be heard in rooms with earphones. Approved TV and videos/DVDs are available in the common room during posted TV hours.

Unless requested by a teacher, movies can only be watched on evenings followed by a day off.

## **Medicines**

All prescriptive and non-prescriptive medicine must be registered with the Dorm Parents. Low-risk medication can be kept by the student, with written parental permission. High-risk medication, such as barbiturates and sedatives will be kept in the dorm office.

Medicines Policy: Dormitory Parents are required to ask each student about medication before assigning them to their rooms.

## **Money**

Students are given pocket money according to their age. Although the amount might seem much, it must be taken into consideration that at home many expenses are taken for granted in the everyday household shopping. Every student also has a Cash Request account for extra personal needs up to Kc 600.-; larger cash withdrawals need parental permission. Pocket money is distributed according to the posted schedule.

Personal spending should reflect sensitivity to the local economy and the Townshend social environment. Students are strongly discouraged from lending or borrowing any amount of money.

Hobbits receive Kc 300/wk.; all other students receive Kc 350/wk.; the parents of a child can decide for less but not for more; pocket money is picked up Thursdays and Fridays at the finance office; the times are posted on their office door; sometimes in cases of emergencies, DPs give money and are reimbursed by the school office. Students cannot pick up two-weeks pocket money every two weeks. If they want to save for a special occasion, they are to pick up their pocket money as usual every week and leave it in a signed envelop with their dorm parents.

Dormitory staff gives permission to a student to receive cash request. Cash requests must be put in by Tuesday and may not exceed Kc 600 without permission from the parents. Students must present the bills of the purchased items to the Dormitory Parents for archiving. Where part of the cash request is not accounted for, the amount is taken from the following pocket moneys; Parents, allowing their children too many extras will be approached by the Dormitory Parents and reminded of the necessity of equilibrium in spending..

In the case of grounding or campus suspension, pocket money is not allowed

Staff will discuss 'money' with students: formulate the philosophy of money, of saving, of sacrificing, helping with their tuition, supporting projects, and charity.

## **Morning Wake - up**

Students may not start their day earlier than 6 am, as this is often disturbing for those who sleep a bit longer; the earliest they may leave dorms for breakfast is 7:15, unless they are going jogging, which needs to be arranged with DPs. Latest by 7:45 all students must have left the dorms;

## **Off campus**

Students must sign out when leaving the dormitory and/or campus. For returning to campus, if no public transportation is available within twenty minutes after the event, and within the immediate area of the event, prior plans must be made to secure transportation for the trip home. Out of town trips are only allowed with prior permission.

While off campus for any period of time, students must carry with them an identification packet, be in the company of at least one other approved person[s] of the same gender, or two other approved people of mixed gender, unless they have special permission to be out alone.

Permission to leave Hluboka alone must be asked of the Dorm Parents. Students under the age of 15 must be in the company of at least one senior and in some cases an approved Junior.

Students may not leave Hluboka on weekdays, unless with prior permission of the Dorm Parents.

Unless requested by a teacher, movies can only be attended on evenings followed by a day off.

Going out times are announced at the beginning of the school year

Special days: special consideration is given to students to go to town on special days – times are determined by dorm parents, in conjunction with local community and other events.

When going out during the week for activities, jobs, i.e. baby-sitting, gardening, and personal activities, students must be back by dinner, for organized activities they must be back by 10:00

All else is determined by Dorm Parents. The Dorm Parents also determine going out alone.

## **Personal property**

All clothing must be marked with laundry-proof name tags. All equipment, calculators and computers must be engraved or securely labeled. Any valuables that are not being used, such as jewelry, rings, and the like, should be stored in the dorm office: students are responsible for safeguarding their valuables.

## **Relationships**

Students should avoid isolating themselves, limiting themselves to exclusive relationships, and engaging in behavior that is contrary to Townshend standards and ethics, such as fighting, bullying, teasing, and/or dangerous play. Interaction with others should be void of backbiting, swearing, using abusive language, and speculating about others.

## **Religious Services**

Townshend supports the religious life of all students. If students have religious services during the weekday, schedule adjustments are made by the dorm parents to accommodate the services.

However, students are still required to fulfill their academic and dormitory responsibilities, even if, for example, they are absent from a study hall.

There is a Catholic church in Hluboka, and the dorms will help make transportation arrangements for students attending regularly. There is also an active Baha'i community in Hluboka. Other faith

communities are located in Ceske Budejovice, and the dorm parents can help make arrangements for students to attend with parental permission.

## **Rooms and room assignment**

Although rooms are of a comfortable size, students should endeavor not to bring too much. Should the number of things a student has hinder them from keeping a neat and clean environment, extras shall be packed and sent back to the parents at their expense. Students may not have electrical cooking equipment in their rooms. Valuable property and cash must be personally taken care of by their owners or left in the care of the dormitory parents.

The assignment of

rooms and/or roommates is designed to improve the inter-personal dynamics of the entire residence hall. Modifications may be necessary during the year and will happen at the discretion of the Dorm Parents, after discussing the situation with the student(s) involved.

- o Roommate assignments: requirements:
  - o Mixed languages in room
  - o Mixed nationalities
  - o Older student to support younger student
  - o Returning student to support new student
  - o In the 1<sup>st</sup> semester, keeping an eye on diverse personalities: those with negative influence not to be put with new or soft-spoken students
  - o LIVs put with new or younger students who need support
  - o An organized and neat student to set the tone when put with one who needs to learn by osmosis
  - o If possible, putting age groups together, especially in the second semester
    - Depends on year and number of students
  - o 2<sup>nd</sup> semester: hand out room request forms with 1, 2 3, choices; allow seniors and YYOS to make the room arrangements. DP might make changes.
  - o 2<sup>nd</sup> semester Level IVs may stay together
  - o Older students asked to socialize in dining hall or elsewhere when with younger students in one room
- o Staff are aware of hobbits, who will be turning juniors and will have to change rooms.

## **Room environment**

Rooms are to be maintained to the defined standards of tidiness. Decorations may include posters, pennants, pictures, or the like, that exemplify Townshend philosophy. Nothing may be pinned or stuck onto the walls. Room furniture may not be moved around, and must remain where the maintenance has put them.

## **Schedules**

All schedules for the daily routines are posted on the bulletin boards in the common areas.

## **Smoking Policy: Rationale**

Essential principles underpinning the rationale for the approach to smoking have been identified as:

1. Smoking is hazardous to the health.
2. Smoking is highly addictive
3. Support is needed for a child to translate knowledge into action (e.g. counseling, punishment, behavior contracts)
4. Removal from an environment may be necessary to give time to reflect on whether effort should be given to support and protect that environment.

This rationale guides the implementation of the following stages:

#### Stages of the approach

1. All students must be apprised of the risk of smoking, through talks and lessons. This provides essential knowledge necessary to make wise future judgments.
2. When identified as having been involved with smoking, counseling is needed as support to translate this knowledge into action. Parents are also informed, as they are important stakeholders in the health and well-being of the child, and assist in the support process.
3. If there is persistence and continuation of the habit, punishment becomes necessary. Ideally this would reflect a natural consequence to the undesired action of smoking, such as:
  - a) administering of physical activity - as a natural consequence to damaging one's health (e.g. laps around campus)
  - b) reduction of access to funds - as a natural consequence to the misuse of money (e.g. no pocket money)
  - c) curtailing of off-campus freedom - as a natural consequence to the abuse of freedom (e.g. grounding)
  - d) suspension - as a natural consequence to the disrespect of the living environment (e.g. signing a behavior contract may be necessary).

#### **Social Dialogue**

All social dialogue is to be conducted with sensitivity to the language fluency of all those present.

#### **Study Hall / Supervised study**

Students are to report to their designated study area fully prepared to focus on studies for the entire period. Study Hall is a time of quiet in which all are focused on academic learning. Activities may include: homework, studying from organized notes, reviewing class work, reading additional assigned materials, preparing for future exams, and leisure reading and writing. During the Study Hall times, all doors leading to the bedrooms must be left open

On nights when there is a special event and/or activity, studying will take place before dinner.

#### **Substance abuse**

The possession and/or consumption of alcohol, illegal drugs, and/or tobacco in any form is prohibited.

#### **Telephone**

The hospitality protocol is required when answering the phone and delivering messages. Personal calls must be arranged before or after compulsory activities such as devotions, study times, or meetings.

Cellular phones used out of permitted times can be confiscated by the dormitory staff.

## **Travel**

Students must inform Staff at the earliest possible date of their travel arrangements. While in the dormitory, all travel documents must be kept in the office. Before permission for leaving the school can be given, rooms must be checked for cleanliness and damages.

## **Trips**

Students wishing to travel to Prague or elsewhere will need parental permission and are to be accompanied by an adult. Nevertheless, the Dormitory Parents make the final decision if the student can go or not. Also, the permission for overnight stays is left to the judgement of the Dormitory Parents.

## **Vacation Periods**

The dormitories are closed during the holidays and students are required to leave the campus. In some cases, students cannot return home and are hosted by other families. If your family is able to host a student for a holiday, please let the Dorm Parents know.

### **Autumn Break and Examination Resits**

In the Autumn Break, one dormitory is open to host students doing examination resits. As this is an additional service, the extra expenses are charged to the students. One month before the exams, an out-going letter informs parents regarding exam policies and expenditures.

## **Vehicles**

Students are encouraged to have and ride bicycles (at their own risk) and are required by law to wear helmets. They may not have or operate any type of motorized vehicle, electric scooters, nor ride in a car driven by a minor or another student, nor ride on a moped or motorcycle, nor together on one bicycle. When not in use, bicycles must be stored away.

Students traveling in a car driven by any other student must have the request form signed by their parents.

Residential students who arrive with their own cars may park their cars on the campus grounds, but may only use them for driving home. During the term, they are to leave their car keys with their dorm parents.

## **Wall decorations**

Students are required to comply with the Townshend Philosophy when hanging up posters or pictures, with messages, on the walls of their rooms. Only corked area and pinboards may be used.

## **Weekend Schedule**

Beginning Friday after school, through Sunday until activity time, the weekend schedule is in place. The weekends are less structured, with students socializing, studying, playing sports, or going off-campus. The general schedule is as follows:

Saturday & Sunday Day:

- 8 AM: Dorms open
- 8:30 - 10:30 AM: Breakfast served in dorms
- 12:00-12:30 PM: Lunch served in school cafeteria

Friday & Saturday Evening:

- 6:00 - 7:00 PM: Dinner served in dorms

- 11:00 PM: In dorms (all students), dorms locked
- 11:30 PM: In rooms (all students)
- 12:00 AM: Lights out (all students)

Exact hours are liable to change and will be announced to the student body.

On Sunday, the weekday schedule comes back into effect at 4 PM, with scheduled sports activities, dinner, study hall, etc.

## Reward & Punishment

Proactive and preventive measurements:

Helpful information from the interviews will be passed on to the Dormitory Parents

In the first 2 weeks there will be a number of orientation workshops re.: the handbook

- o The talks will be in small groups
- o In some exceptional cases there will be individual talks

Students showing progress and reliability will be recognized and rewarded. Dorm Staff consult about possible rewards with the goal in mind of keeping away from material rewards:

- o An exactly defined acknowledgement
- o A voucher for a specific privilege, with time limit, i.e. 1 week

Any student having a hard time adapting to their new home will be added to the list of children needing Support Weeks. During this time all staff, dormitories and school will be supporting the student as best they can, with friendliness and taking time out to explain things.

**Important:** Students proving to have a hard time adjusting are given exact input as to what behavior pattern needs to be changed, in which way, and what the result should look like.

**The Consequences are divided into 5 stages:**

Warnings  
Work Detail  
Suspensions  
Probation  
Expulsion

The above mentioned consequences do not necessarily remain sequential. The gravity of an action or behaviour can lead from a mild consequence to a suspension or an expulsion. There is also the possibility that a student on probation might receive a warning or grounding.

A spontaneous suspension can be the consequence to:

Smoking  
Alcohol consumption  
Cheating  
Stealing  
Purposeful injury done to another  
Purposeful damaging of property  
Inappropriate sexual behavior  
Physical or verbal abuse

Immediate expulsions are in cases including:

Sexual activity  
Sexual abuse  
Drug use, possession, distribution, etc.  
Physical or verbal abuse



-----End of document-----

This policy is a living document. It is reviewed continuously to keep it up-to-date with statutory and non-statutory guidance and legislation revisions/releases. This policy document is subject to at least one plenary review every three years.

**Last Plenary Review Date**

**Responsible Person**

10\_2023

R. Reyhani