

EDUCATION FOR CHINA AND THE FUTURE

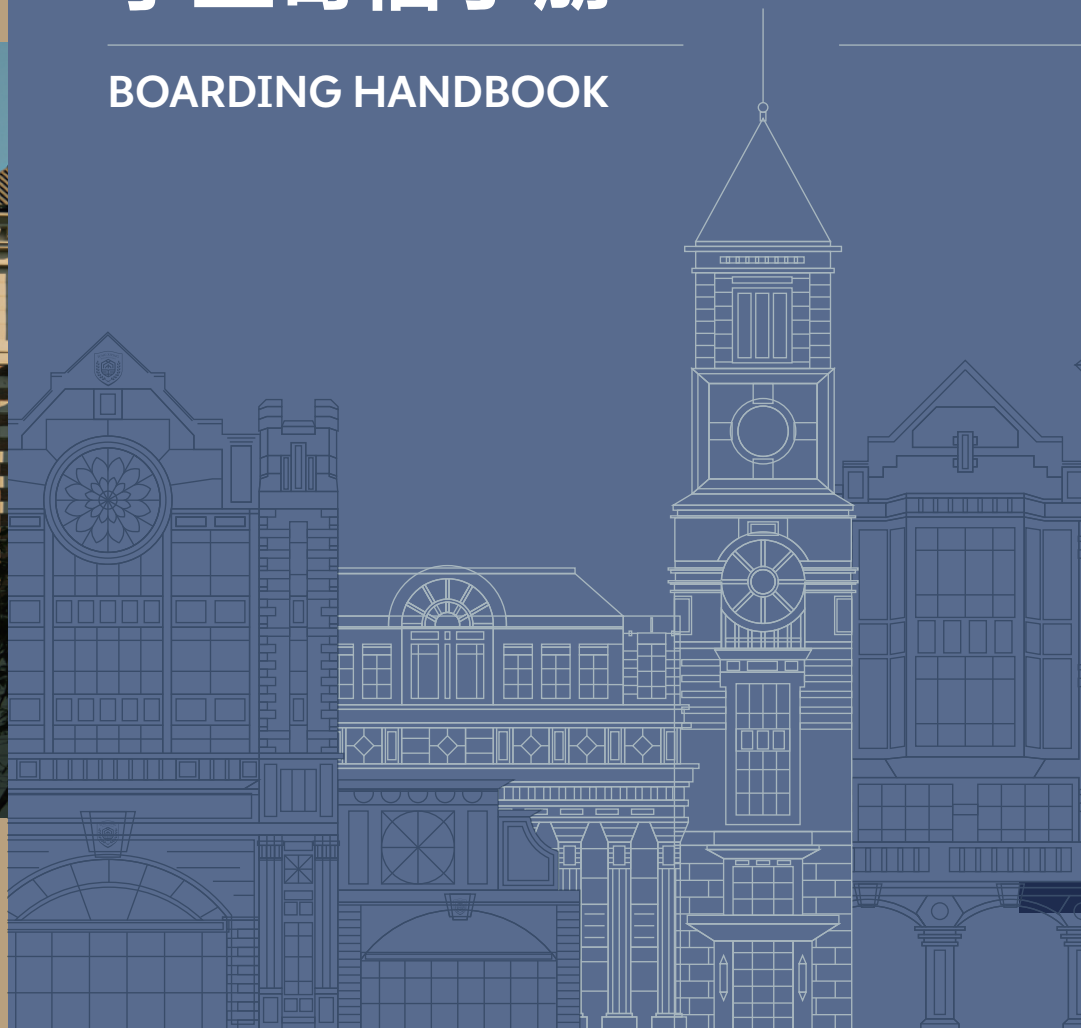
ECNU XIPING
BILINGUAL
school



华师希平双语学校
ECNU XIPING BILINGUAL SCHOOL

学生寄宿手册

BOARDING HANDBOOK



学校地址：中国福建省厦门市湖里区吕岭路 868 号 邮编：361009
Address: 868 Lvling Road, Huli District, Xiamen, Fujian, China 361009

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BOARDING HANDBOOK

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来自总校长的一封信

Welcome From the Head Master

亲爱的同学们：

大家好！欢迎各位同学入住华师希平双语学校学生公寓。同学们将从这里开始一段不同以往的学校寄宿生活。对于大多数同学而言，学校寄宿生活既新鲜而充满乐趣，也将会面临各种挑战。同学们可能要面临离开家的种种不适应，面临和舍友如何友好相处的问题，面临生活自理上的一系列挑战，包括合理安排时间，服从学校宿舍管理要求等各种问题，但是，任何挑战都是一种成长，相信每一位同学都能很快适应寄宿生活，积极配合学校管理，和学校管理老师一起，共同创造一个和谐、有序、温馨、关爱的寄宿环境。我们也相信，经过几年的寄宿生活，同学们的独立能力、生活自理能力、自我成长能力等各方面都会得到更好的成长。

衷心希望在华师希平双语学校的寄宿生活，能够成为同学们人生中一段美好而珍贵的回忆！

总校长 刘伟

Dear students,

Welcome to the student accommodation of ECNU Xiping Bilingual School. You will experience a boarding life distinct from what you had before. To many, school boarding life is fresh, fun-filled, and challenging. You may face several new challenges such as being far away from home, building new relationships, and taking good care of yourselves. However, every type of challenge is also growth for you. I believe every single student can adapt to boarding life and coordinate with the school's management to build a harmonious, orderly, warm, and caring environment. We also believe that, through a period of boarding life, you will have significant development in independent living, self-care, and self-growth.

I sincerely hope that the boarding life at ECNU Xiping Bilingual School will be a period of happy and valuable memory of you!

Mr. Wei Liu
Head Master

二、管理团队 Boarding Management Team



刘鹏 Liu Peng
学校副校长 Deputy Head Mistress



周长龙 Zhou Changlong
运营部主任 Head of Operation Department



陈榕艳 Chen Rongyan
运营部经理 Operation Manager

运营部 Operation Department
operation@ecnuxp.com



邹志兰 Zou Zhilan
生活主管 Dormitory Supervisor

学生公寓 Student Accommodation
boarding@ecnuxp.com



三、公寓住宿设施

1. 设施

学校学生公寓设有男生公寓楼和女生公寓楼，公寓分为四人间和五人间。公寓内均配有中央空调、公寓内设置卫生间、盥洗间和淋浴间。每个学生都拥有自己的一个完整的小空间，配有书桌、椅子、衣柜、储物柜及床铺等。公寓楼层设置有公用电话和直饮水机。

2. 多功能活动厅

多功能活动厅位于学生公寓一层及二层，设有阅读区、观影室、休闲区等。学生可以在阅读区阅读、在观影室娱乐、在休闲区休息放松和举办小型派对。



3. 生活服务中心

生活服务中心位于学生公寓一层，在这里设置了洗衣房、自动贩卖机，并提供学生卡的挂失补办、公用电话等服务。

洗衣房将由专职保洁员工协助清洗学生的衣物（仅限于可机洗的校服）。学生须将需要清洗的衣物装进专用洗衣袋内送至洗衣房清洗。洗涤费根据清洗衣物的数量收取。洗衣房设备也支持自助洗衣，学生可在得到生活老师的允许后在固定时间段使用。

4. 健康服务中心

健康服务中心位于学生公寓一楼，将承担学校健康教育、常见病和传染病预防与控制、学校卫生日常检查并为学生提供必要医疗治疗和紧急医疗服务。学生在校期间，将有医护人员 24 小时值班，为每位学生在寄宿期间提供健康保障。

24 小时值班电话：0592-3690120

Accommodation Facilities

1. Facilities

ECNU Xiping Bilingual school houses 2 blocks of student accommodations for our boarding boys and girls, with 4-bed rooms and 5-bed rooms. The whole building has built-in central air-conditioning systems, each room has its own toilet, sinks, and showers. Each student will have their own little space with a study desk, a chair, a wardrobe, storage draws and a bed et cetera. There is also a public phone and drinking water station on each floor for students to use.

2. Multi-function Hall

Our multi-function living rooms are located on the ground floor and 1st floor, with reading areas, film and entertainment areas, and activity areas. Students can enjoy reading, watching films, playing, entertaining themselves, relaxing and hosting small parties in multi-function rooms.

3. Living Service Centre

Living Service Centre is on the ground floor of the student accommodation building. There are laundry facilities, vending machines and public phones available, students can also replace or apply for a new student card.

Professional cleaners will be assisting our students in the laundry room to clean students' clothes (limited to machine washable school uniforms). Students will be asked to put their dirty clothes into designated laundry bags and deliver to the laundry room. Laundry fees will be charged in accordance with the quantity of clothes to be washed. During some fixed period of time, some students may also be granted permission by the Dorm Teacher to help themselves with the laundry facilities.

4. Medical Centre

School Medical Centre is on the ground floor of our student accommodation building. It covers the responsibilities of health education, prevention and control of common diseases and infectious diseases, daily sanitary checks, and providing necessary medical treatment and emergency medical services. There will be 24-hr medical practitioners on duty during the stay of our students on campus to safeguard every boarding student and ensure their health.

24hr Phone Number.: 0592-3690120

四、健康与医疗

学生的所有医疗信息，包括但不限于疫苗接种信息、过敏情况及手术历史等对于我们的医疗团队非常重要。为了保障学生的安全，请务必在入校前向学校提交学生的疫苗本、医疗记录等相关健康信息。家长应该为学生购买综合医疗保险，以便报销医疗费用。

1. 药物管理

学生不能自己携带药物到学校，也不能互相给药（不论是处方药还是非处方药）。

所有药品须遵循学校医疗制度，由医护人员开具。如学生有定期服用的药物，不论是处方药还是非处方药，必须由家长直接交至医护人员，并且确保药物的原包装完好、清晰并标有学生名字，并提供医生处方及用药医嘱。

如果学生必须服用额外的维他命或营养补充剂，家长只能提供合法合规的补充剂，并且确保原包装完好、清晰并标有学生名字。为了确保所有学生的安全，我们会定期检查以确保药物是适量的。

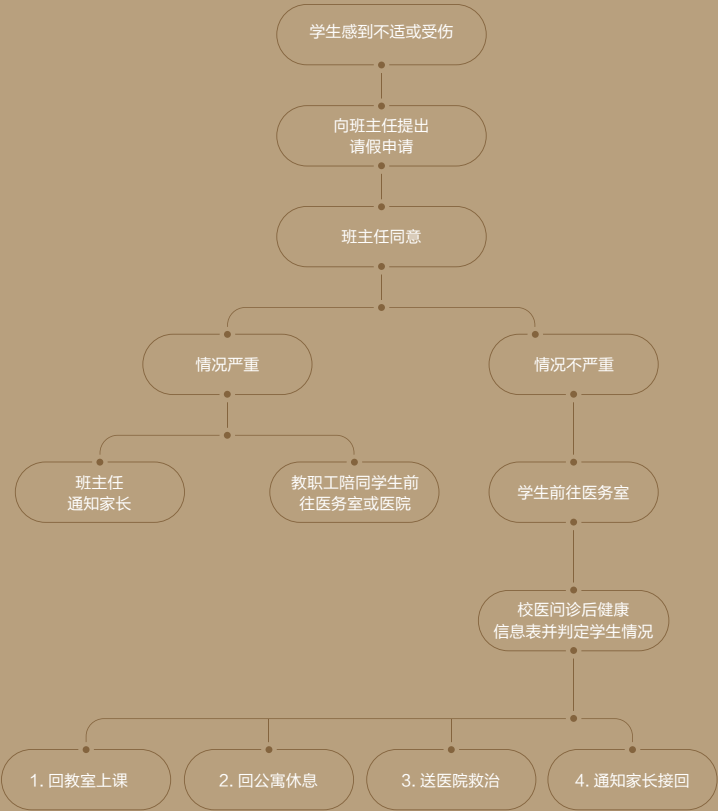
2. 学生就医

学生的健康是我们优先考虑的问题。如果学生感觉不舒服，需要来到健康服务中心，医护人员会评估学生的状况，如果有需要，会直接与家长取得联系。

如果出现疑似新冠肺炎相关症状和传染病相关病情，学校将会严格遵守疾控中心及教育部门相关规定，病愈后根据要求提供相关证明并经校医确认后，方可返校。家长也须明白这是防止疾病扩散的重要保护措施，并积极配合学校做好疫情防控工作。

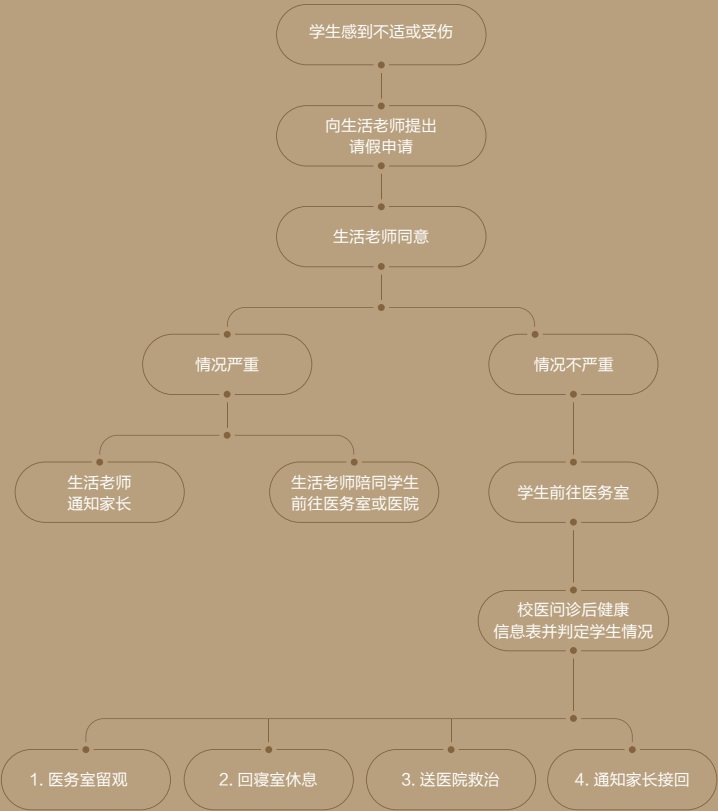
3. 就医流程

(1) 学生在班级



Medical Procedure

(2) 学生在公寓



Medical Procedure

家长在学生入学前如实告知学生的既往病史（包括但不限于慢性疾病、传染病或危害性疾病），以及是否存在特异体质或异常心理状态。

在某些情况下，我们可能无法第一时间联系到家长，我们将持续尝试联系家长。如出现类似紧急情况，学校将以学生的生命健康为首要考虑因素，在必要情况下，将在未与家长取得联系的情况下，遵循医院或医疗机构的专业建议，采取对学生生命安全最优的治疗方案。家长在《家校协议》中已授权学校相关义务。

4. 校外医疗预约

如果学生因为任何原因需要校外就医，例如牙医预约，请参考《家长手册》中的请假政策。我们希望这些预约尽量安排在周末，避免影响学生的学习或日常作息。

Health and Medical Treatment

Students' ALL medical information, including but not limited to vaccination record, allergy information and surgery history, are important and vital to our medical team. For the safety of our students, all parents should submit health information like vaccination record book, medical history to the school BEFORE students arrive in school. Parents are highly encouraged to purchase additional medical insurance for students, in the case of medical cost reimbursement when needed.

1. Medicine Management

Students are NOT allowed to bring ANY drug or medicine to the school, nor are they allowed to give medicine to other students (regardless if it's prescription or non-prescription drugs.)

All drugs shall be given by our medical team in line with school medicine policy. If a student has to take drugs on a regular basis, no matter if it's prescription or non-prescription drugs, they SHOULD be delivered by the parent directly to the medical staff. The drugs SHALL be sealed in its original packaging, parents should label the drug clearly with student's name, as well as providing the doctor's prescription and notes to our school Medical Centre.

If a student has to take additional vitamins or nutritional supplements, the parent can ONLY provide supplements that are legal in China, that are sealed in its origi-

nal packaging, and marked clearly with the student's name. To protect all students, we will check to make sure all drugs are appropriate and taken in the correct amount on a regular basis.

2. Students Visiting Medical Centre

The health of students is always our priority. If a student feels unwell, they can go to our Medical Centre. Our medical team members will evaluate students' conditions and will contact the parents when necessary.

If any student develops symptoms related to COVID-19 or other infectious diseases, the school will strictly follow the guidance and regulations from the disease control centre and educational departments and authorities. People of concern will be asked to provide required evidences to the school doctor for verification, before they can return on campus.

The school may take necessary protection measures to contain the spread of diseases, and parents should work proactively with the school to contain any diseases together.

3. Medical Procedure

Before students start the school, parents should notify the school of any past medical history of the student (including but not limited to any chronic diseases, infectious diseases or dangerous diseases), and any specific physical health conditions or mental aberration.

Under some circumstances, we may not be able to reach our parents, we will try repeatedly to contact parents. If the student is in such an emergency situation, the student's life and health is the primary factor of the school. The school may follow professional advice from the hospital or medical institute if we fail to get in contact with parents. If such necessary treatments or actions are taken to protect students' lives. Parents have already authorized the school relevant obligations and rights in the Home-School Agreement document.

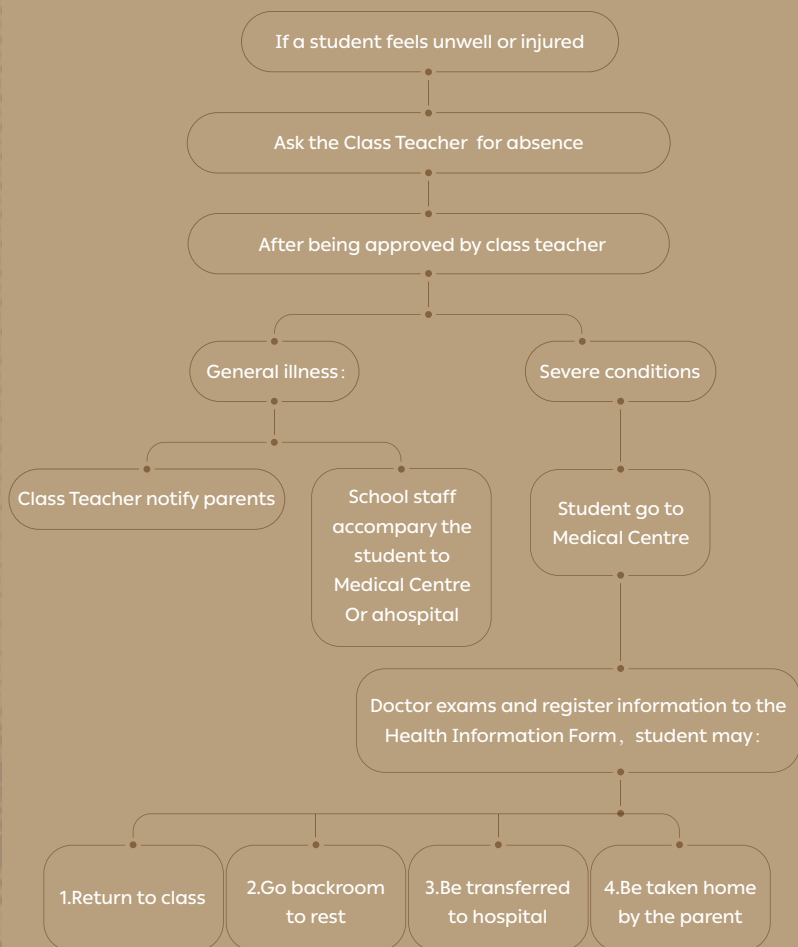
4. Off-campus Medical Appointments

If any student needs medical treatments outside the school, for example, having a doctor's appointment, please refer to the Parent Handbook for policies regarding the absence. We hope such appointments can be arranged outside school teaching days like weekends, to avoid affecting students' learning or daily routine.

3. Medical Procedure

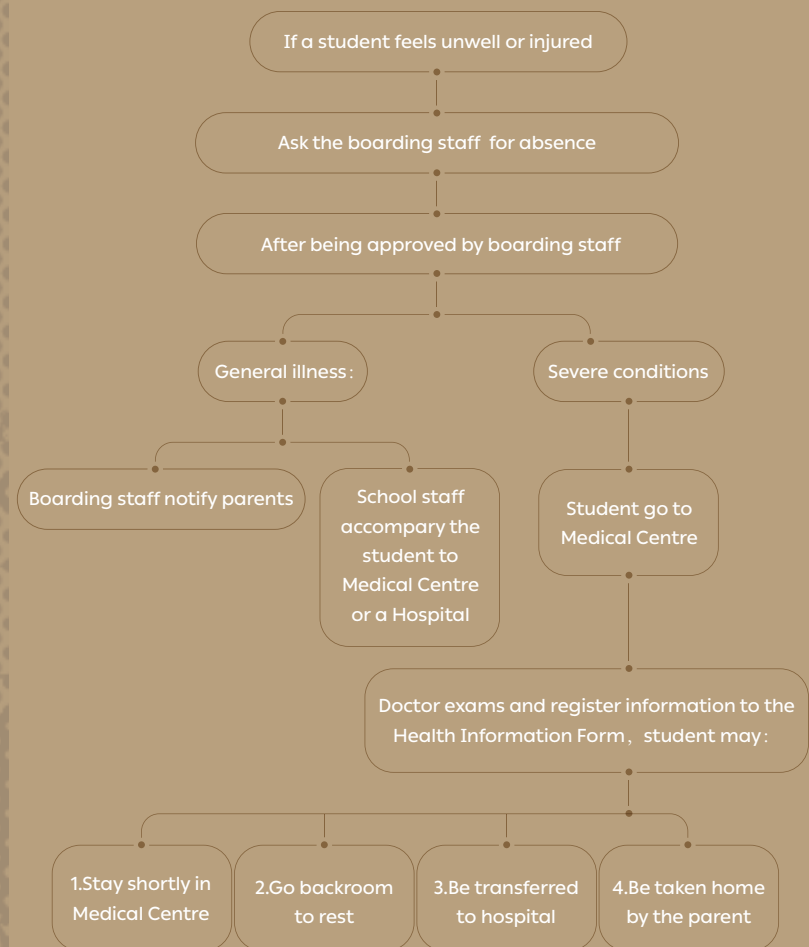
Flowchart of Medical Procedure

1. If the student is in class



Medical Procedure

2. If the student is in accommodation



Medical Procedure

五、学生公寓安全

学校的《健康与安全政策》、《儿童保护政策》等政策同样适用于学生公寓，以保护学生及员工在公寓的健康与安全。同时，寄宿部有专门的公寓安全管理要求。

1. 进出管理与访问

公寓采取人员预约进出登记制度，任何探访必须先与生活指导老师进行预约，并在进入公寓之前获得值班老师的现场批准。

1) 家长探访

如果家长希望在上学期期间入校探访学生，须提前 24 小时联系生活指导老师。家长仅可在一楼公共区域与学生见面。家长任何时候都不可进入异性学生公寓楼层。

2) 物业及维修人员

学校物业工作人员和维修人员如需进入公寓，通常安排在学生上课或周末无学生留校时间。维修人员将在生活指导老师陪同下作业。

3) 专业人员

如遇紧急和突发安全情况，如夜间突发火灾报警，安全人员将以学生人生安全为首要考虑，第一时间按照消防安全流程进入公寓处置。

4) 参观人员

如因学校开放日或其他活动安排，需开放参观学生公寓，参观时间仅安排在学生上课或周末无学生留校时间段，并只参观样板间。

2. 财产安全

学生有责任保管好个人物品。每个学生有自己的储物柜，但不可以自行上锁。

为了学生的财产安全，学校不建议将重要文件、贵重物品，如护照、身份证、大量现金或珠宝首饰等带到公寓。如因特殊原因，学生必须将贵重物品带来学校，相关物品须由公寓管理登记接收后代为保管。

一旦丢失物品，如果在教学区，学生可以告知班主任或返回宿舍后告知生活指导老师；如果在公寓内丢失物品，请先联系生活指导老师，老师将尽力调查并帮助学生找寻丢失的物品。没有标记名字的物品，一般很难找到失主，因此请为自己的所有物品做好标记。

3. 安全突发事件

为了寄宿学生的安全，寄宿部将会进行公寓消防及地震疏散、极端天气、困梯救援等突发事件的培训与演习，确保学生们清晰、明确的了解在紧急情况下应采取的安全措施。

如果学生在公寓期间听到火警或地震警报响起，所有人必须以最快速度从最近的消防出口离开公寓。学校西操场是寄宿学生的集合地点，生活指导老师将在此进行点名。警报响起时，学生须从安全出口有序撤离，禁止使用电梯。

4. 公寓内欺凌事件

欺凌的形式包括但不限于：

- 通过言语或行为，让他人感到不愉快、受到威胁或害怕
- 散播谣言
- 笑他人、嘲笑、诽谤、侮辱他人
- 虐待、对他人身体造成伤害
- 排挤或孤立他人
- 偷窃或破坏他人财物，包括将他人的物品藏起来
- 强迫收取或夺取他人金钱和财物

我们鼓励学生们以一种善良、乐于助人和温和的方式彼此相处。但是如果在公寓内出现类似欺凌的行为，我们鼓励所有学生在目睹或成为欺凌的受害者时积极、主动发声。沉默通常是欺凌者最大的武器，袖手旁观意味着对欺凌者的支持。

如任何学生正在经历、或目睹其他学生经历任何欺凌行为，应立即报告生活指导老师。生活指导老师将根据相关制度及时解决问题，避免更严重的问题发生。

同时，我们鼓励父母积极地和学生讨论任何有关欺凌的疑虑，应及时与校方沟通。

5. 电梯使用

学生公寓为高层建筑，按照要求，居住在 5 层及以下的学生使用楼梯，居住在 5 层以上的学生可以乘坐电梯上下楼。

如果学生在电梯内遇到突发事项，可以通过长按“呼叫铃”接通 24 小时监控中心，学校监控中心将及时提供帮助和救助。

Student Accommodation Safety

School policies like Health and Safety Policy and Child Safeguarding Policy also apply to student accommodation, to protect the health and safety of students and staff. Meanwhile, the boarding team also have its additional requirements of accommodation safety management.

1. Entry and Visitors -> Entry and Visitor Management

Student accommodation uses a visitor register system, all visitors must make a visiting appointment with the Dorm Teacher, and be granted entry by duty staff at entrance.

1) Parents visiting

If a parent wishes to visit the student during term time, they should contact and make an appointment with the Dorm Teacher 24 hours prior to their visit. Parents can ONLY meet the students in the communal area on the ground floor. Parents are NOT allowed to enter the accommodation floors of the sex other than theirs.

2) Property Management and Maintenance Personnel

School property management staff and maintenance staff will arrange necessary visits and maintenance to accommodation buildings when students are not in the building, like in lessons or during weekends when they are not in school. Maintenance workers will be accompanied by Dorm Teacher during their stay in the building.

3) Professionals

In the case of emergency situations, e.g., a fire alarm has been triggered at night, safety professionals will prioritize students' life and personal safety, and enter the accommodation in line with fire safety procedures immediately.

4) General Visitors

If the school has to open student accommodation for school open days or other activities, ONLY the sample rooms will be used during the time when there are no students or in weekends when students are not in the building.

2. Property Safety

It is students' own responsibility to keep safe of their personal properties. Each student will have their own lockers; however, they should not lock them without permission.

For the safety of students' properties, ECNU Xiping School strongly suggest them NOT to bring any important documents or valuables like their passport, ID card, large amount of cash or jewellery to the student accommodation. If they have to bring these documents or valuables to the school due to special reasons, students should register them to the boarding team who will keep them safe in designated lockers.

In the case of lost properties, if a student lost their property in the teaching area, the student can tell their classroom teacher or notify the boarding team after returning to their accommodation; if it is lost within the accommodation, they should contact their assigned Dorm Teacher. Staff will always try to investigate to find the lost properties. All students will be asked to mark and take notes of their own belongings, as the owner of unnamed items is often difficult to be identified.

3. Safety Emergencies

The boarding team will conduct fire and earthquake drills, extreme weather drills, lift rescue drills, as well as other trainings and drills so that students are well-trained, clear and fully understand what they need to do under emergencies.

If students hear a fire siren or earthquake alarm when they are inside the accommodation building, EVERYONE must evacuate the building from the nearest fire evacuation exit as quickly as possible. The West Sports Field is their assembly point, Dorm Teacher will count and check the names. ALL students MUST evacuate in order from the fire exits when they hear the alarm, it is prohibited to use lifts in such emergencies.

4. Bullying In Accommodation

Forms of bully includes but not limited to the following:

- Using words or behaviour, making others feel unpleasant, threatened or scared
- Spreading rumours
- Making fun of, ridicule, defame, insult others
- Abuse or physically hurt others
- Outcast or isolate someone
- Steal or damage other people' s properties, including hiding someone else' s belongings
- Force to take away someone' s money or properties

We encourage students to be kind, nice, and helpful to each other. If there happens to be any potential behaviour of bully, we highly encourage all students to speak to the boarding team, if they are or have witnessed any actions of bully or are victims of bully. We would like you to know that the silence of the victim or witnesses is the worst weapon given to the bullies, being silent is supporting the behaviour of bully.

Anyone who is experiencing or witnessing any form of bully, SHOULD notify the boarding team immediately. Dorm Teacher will act in line with respective policies to solve any issues to avoid the incident being escalated.

Meanwhile, we highly encourage parents to discuss with their children on any concerns regarding bully, and communicate with the school in time.

5. Use of Lifts

Student accommodations are high-rise buildings, according to regulations, students living in F5 and under should use the stairs. Students living in upper floors (above F5) can use the lifts.

If a student encounters any lift incidence, they can call our 24-hr CCTV Centre and ask for help by long press the "bell" , CCTV Centre will send immediate support and rescue.



六、公寓管理

1. 公寓管理团队

学生公寓管理办公室位于学生公寓一层，学生公寓每层均设有生活指导老师值班办公室。在有需要时，学生可以在公寓管理办公室或楼层值班室向老师第一时间寻求帮助与支持。公寓管理团队有一名生活主管，两名楼长及多名生活指导老师。

公寓管理团队：

公寓管理团队不仅关怀每一位学生的生活起居，还关注每一位学生的身心发展，关注学生心理健康、关注学生情绪与疏导，共同创造和谐、高雅、安全的的生活和学习环境。

生活主管：

负责全面管理学生公寓各项事务，确保公寓日常的顺利运行及学生安全健康的成长；与教学部、家长、健康生活中心等保持紧密联系；

楼长：

分别负责男、女生公寓楼栋内生活指导老师与学生的管理工作；

生活指导老师：

负责公寓内学生日常生活管理工作，督促、帮助学生培养良好的生活习惯，与家长、班主任等保持良好沟通；负责夜间为学生提供紧急帮助；确保学生公寓无安全隐患等。

2. 家校沟通

1) 生活指导老师与班主任

在学生寄宿期间，生活指导老师将和班主任保持紧密联系，每天都会向班主任反馈学生在公寓的生活情况。



2). 生活指导老师与家长

我们渴望能与寄宿学生家长建立公开、积极的关系，双方保持良好的信息互通。在学生分配了公寓房间后，学生所在楼层的生活指导老师将主动与家长联系并建立初步沟通。如果家长觉得有任何需要和生活指导老师商讨的事宜，请随时与我们联系。

家长可以通过以下方式联系公寓管理团队：

学生公寓管理办公室电话：0592-3690232

邮箱：boarding@ecnuxp.com

除夜间员工休息时间、教职工在看管学生时可能会延迟回复，我们会尽量在一小时内回复家长的询问。

3). 班主任与家长

生活指导老师将与学生的班主任保持紧密联系，每日向班主任反馈学生在公寓的表现和状态。如果家长有何学生学术上相关的咨询和事项，可以联系学生所在班级的班主任。

4). 学生与家长

我们会为学生提供良好温馨的生活环境和人文关怀。但是他们偶尔也会想家。家长们可以多和学生沟通、鼓励学生迎接挑战和克服困难，培养学生独立自主的生活能力。我们在每个楼层设置有公共电话机，将免费提供给学生与不多于四位家长进行视频电话联系。我们将在学生报到当天收集可联系的家长的信息。

为避免影响学生休息，方便其他学生使用，每次与家长通话的时长不宜超过 10 分钟。

3. 寝室检查

生活指导老师每天将检查每个房间的卫生及节能状况，并将根据以下的检查标准，收到“合格”或“不合格”的评价：

- 被子：折叠两次，放在床尾；
- 毛毯：按照被子的折叠方式折好，放在被子上；
- 床单：平铺整齐，无明显褶皱，无放置任何书籍、衣物、杂物；
- 书桌和书架：整洁有序，椅子在离开公寓时置于书桌下方；
- 垃圾桶：每天离开公寓时需确保室内垃圾桶内无垃圾，垃圾应做好分类；
- 衣服：衣物应悬挂或折叠后放置在衣柜内，床铺、桌椅上不可堆放，待清洗衣物需使用洗衣袋或盆子集中存放于洗漱台下或行李箱内。浴巾及毛巾应折叠，分别置于毛巾架和浴巾挂钩处；
- 鞋子：鞋子应分类放置在洗漱台下或鞋架上；
- 行李箱：应妥善收纳在专用收纳柜内；
- 洗漱用品：不允许将洗浴用品留在浴室地面，应放在置物架或妥善收纳；牙刷、牙杯收纳于镜柜内；
- 洁具：马桶、洗手台及五金洁具应无污物，无明显水渍，清洁工具整齐摆放；
- 地面：公寓内地面保持整洁、干净、无明显污渍水渍；
- 节能：离开公寓时，应随手关闭电灯、空调、水龙头等用电用水设备

如果学生寝室卫生检查“不合格”，学生必须在 13:40 之前按要求完成打扫房间。

4. 垃圾分类

学校希望能与学生一起共创绿色校园，减少环境污染。学校在学生寝室卧房和卫生间配置了垃圾桶，并配置楼层分类垃圾桶，公寓楼外设置了集中的分类垃圾站。寄宿学生须根据要求进行垃圾分类规则来投放垃圾，并每天离开寝室之前，清理并带走寝室内的垃圾。

为减少垃圾的产生，我们建议学生尽量不使用一次性产品，每位学生都应携带自用的塑料水杯、不锈钢水杯。

5. 检查政策

生活指导老师将不定期进行学生寝室安全检查，检查工作将根据宿舍相关制度开展。

- 学生不允许携带任何刀具、武器、酒精、非法药物和盗窃品（法律上的“违禁品”）进入公寓。
- 学生不允许携带烟草产品（含电子烟等）。
- 学生不允许携带烧水壶、电风扇、移动暖气片、烤面包机、爆米花机、电饭煲、高压锅、熨斗、电煮锅或其他类似家用电器。学校已为每间宿舍配置了壁挂式电吹风，学生无需自备。
- 根据《学校食品安全与营养健康管理规定》的相关制度：学生不允许携带零食及其他食品进入学校。
- 学生不允许携带手机、电脑、iPad、游戏机等未经许可的电子设备进入公寓。

如发现寝室内有相关物品，我们将移走物品并在第二天转交生活主管并汇报相关情况。

生活指导老师可在未经家长及学生许可下，突击检查学生寝室内的衣柜、储物柜、书桌或房间，确保宿舍内无隐藏安全隐患物资与设备。

其他关于搜查政策的信息，可以参阅学校的《搜查及没收政策》。

Accommodation Management

1. Accommodation Management Team

Student accommodation management office is on the ground floor of student accommodation building, each floor has Dorm Teacher Office too. Students can turn to the management office or floor duty office for help or for support. Accommodation management team consists 1 Dormitory Supervisor, 2 Building Manager as well as multiple Dorm Teachers.

Accommodation Management Team:

Accommodation Management Team care for students' personal development, mental health and emotions. We wish together we can build a harmonious, friendly and safe living and learning environment.

Dormitory Supervisor:

is in charge of all matters and affairs of student accommodation management; is to make sure the smooth operation of the accommodation and the health and safety development of students; also, be in close contact with teaching sections, parents, Medical Centre and so forth.

Building Manager: is in charge of the management of Dorm Teachers in each building and students living in their managerial building.

Dorm Teacher:

is responsible for students' daily routine within the accommodation; to help students develop good living habits; keep good communication with parents and classroom teachers; is responsible to provide emergency support to students at night, and ensure the building is free of safety hazards.

2. Parent Communication

1) Dorm Teacher and Homeroom Teacher/ Form Tutor

During students' stay in the accommodation, Dorm Teacher will be in close contact with Homeroom Teacher/Form Tutors. Dorm Teacher will feed back student living status to their Homeroom Teacher/Form Tutor on a daily basis.

2) Dorm Teacher and parents

We are keen to build an open and positive relationship with student parents, and maintain a good information exchange channel. After a student has been assigned a room, the Dorm Teacher of the floor will contact parents to establish

the initial communication and connection. If any parent has affairs to be discussed regarding boarding, please contact us.

Parents can reach the team by calling:

Student Accommodation Management Office: 0592-3690232

Email: boarding@ecnuxp.com

There will be some delay in message answering during evening hours when staff are resting, or when staff are looking after students. We will try to respond within 1 hour.

3) Homeroom Teacher/Form Tutor and Parents

Dorm Teacher will keep very close contact with the students' Homeroom Teacher/Form Tutor, and feed back students' behaviour and performance in the accommodation to the Homeroom Teacher/Form Tutor every day. If parents have any academic related questions or affairs, you can contact the student's Homeroom Teacher/Form Tutor for more information.

4) Students and Parents

The school is aiming to provide a warm and caring living environment for students. They will, sometimes, still miss home. Parents can talk more with students and encourage them to take the challenge and overcome problems, as well as developing independence. There will be a public phone in every floor and students can make free video calls to up to 4 family members. Parents can provide the list and information of the contacts to school on the day of student registration.

Making sure students get enough rest, also to allow other students to use the phone, each phone back home should be no more than 10 minutes each time.

3. Room Checks

Dorm Teacher will check energy saving and rooms of students, and give comments of "Good" and "Need Improvement" based on the following criteria:

- Quilt: fold twice and place at the end of the bed.
- Blanket: fold in the same way of the quilt, lay on the top of the quilt.
- Bedsheet: flat and neat, no obvious wrinkles, free of books, clothing, or other things.
- Desk and bookshelf: keep tidy and neat, put the chair underneath the desk before leaving the room.

- Bin: empty the bedroom bin before leaving the room in the morning, and throw in the large waste and recycling bin in the correct type.
- Clothes: all clothes should be hanging or neatly folded and placed in the wardrobe, not on the bed, desk nor chair. Dirty clothes should be placed in the laundry bag, in the basin under the sinks or inside their suitcase. Shower towels and face towels should be folded and placed on the racks or hooks.
- Shoes: shoes should be placed in pairs under the sinks or on the shoe rack.
- Suitcase: be stored in the storage.
- Toiletries: Toiletries are not allowed to be left on the bathroom floor, they should be placed on racks or stored properly; toothbrushes and toothbrushes are stored in the mirror cabinet;
- Sanitaryware: toilet, sinks and hardware should be clean, free of dirt or obvious water stain, cleaning tools should be stored in order and neatly.
- Floor: floors in the accommodation should be clean, free of dirt or obvious water stain.
- Energy saving: always switch off the lights, turn off air-conditioner, turn off the tap and other applications before leaving.

If any bedroom is marked "Need Improvement" during daily checks, students will need to clean and tidy the room before 13:40 in accordance with the standards above.

Our school aims to build a green and environmentally friendly campus with our students, to reduced carbon footprint. The school has placed bins in each toilet and bedroom, and large recycling and wastes bins on each floor, as well as a waste station outside the accommodation building. All boarding students should follow waste classification rules when throwing away rubbish, and make sure they clean and clear their bins before they leave their bedroom every day.

It is our common interests to reduce the amount of waste, we strongly suggest students avoid using disposable products. Every student should bring their own plastic bottle or stainless bottles.

4. Waste and Recycling

Our school aims to build a green and environmentally friendly campus with our students, to reduced carbon footprint. The school has placed bins in each toilet and bedroom, and large recycling and wastes bins on each floor, as well as a waste station outside the accommodation building. All boarding students should follow waste classification rules when throwing away rubbish, and make sure they clean and clear their bins before they leave their bedroom every day.

It is our common interests to reduce the amount of waste, we strongly suggest students avoid using disposable products. Every student should bring their own plastic bottle or stainless bottles.

5. Checking Policy

Dorm Teacher will have safety checks in student accommodation irregularly in line with relevant boarding policies.

- Students are NOT allowed to bring ANY blades, weapons, alcohol, illegal drugs and stolen goods (Legally " contraband" items) to the accommodation.
- It is prohibited to bring any tobacco products (including vaping devices).
- It is NOT permitted to bring kettle, electric fan, portable heating machine, toaster, pop-corn machine, rice cooker, pressure cooker, iron, other cookery or house-hold electric appliances. The school will have a hair dryer installed in each student bedroom for use.
- According to School Food Safety and Nutrition Health Management Regulations: Students are NOT allowed to bring snacks or other food into the school.
- Students shall NOT bring mobiles, laptop, iPads, tablets, gaming devices or other electric devices without permission.

If the above items are found in any student bedroom, we will confiscate and hand-over to the Dormitory Supervisor with a report.

Boarding staff will check the facilities and equipment regularly when students are not at the accommodation to ensure there is no hidden safety hazards substance or equipment.



七、学生管理

1. 学生公寓道德公约

为了建立一个温暖、友好和安全的环境，我们制定了一套道德准则和行为规范。
所有学生和员工都应该：

- 尊重学校的所有教职工
- 倾听和尊重他人的建议
- 使用文明用语
- 考虑他人的感受，严于律己
- 为自己、他人和周边环境负责
- 待人有礼、不随意评价他人
- 妥善对待自己和他人的物品
- 严格遵守公寓的日常作息，做好时间管理

2. 着装与举止规范

- 寄宿学生在任何时候都应举止得体
- 按照学校的要求穿着校服
- 在公寓内穿着得体
- 不允许染发、剪不合适的发型以及纹身
- 不允许穿超低腰裤
- 如携带花哨的腰带、配饰、饰品、化妆品、指甲油、染发剂等物品，将被没收
- 每位学生的所有物品对必须清晰的列在清单上并做好个人标记

初中生日常作息表 Middle School Student Daily Routine		
时间 Time	内容	Contents
06:30-06:50	学生起床、洗漱、整理内务	Wake up, wash up clean and tidy up
06:50-07:10	晨检、晨跑	Morning check morning run/exercise
07:15-07:35	早餐	Breakfast
07:40-12:30	教学时间	Teaching time
12:30-13:30	公寓午检、午休	Noon check, noon nap
13:30-13:40	学生起床、洗漱、整理内务	Wake up, wash up clean and tidy up
14:00-21:30	教学时间	Teaching time
21:30-21:45	夜宵时间 / 回寝室	Evening snack back to accommodation
21:45-22:10	学生返回公寓、晚检 洗漱、打电话等	Back to room, night check wash up, phone time
22:10-22:30	睡前准备	Prepare for bed
22:30	熄灯	Lights out

高中生日常作息表 High School Student Daily Routine		
时间 Time	内容	Contents
06:30-06:50	学生起床、洗漱、整理内务	Wake up, wash up clean and tidy up
06:50-07:10	晨检、晨跑	Morning check, morning run/exercise
07:15-07:35	早餐	Breakfast
07:40-12:50	教学时间	Teaching time
12:50-13:35	公寓午检、午休	Noon check, noon nap
13:35-13:45	学生起床、洗漱、整理内务	Wake up, wash up clean and tidy up
13:50-21:30	教学时间	Teaching time
21:30-21:45	夜宵时间	Evening snack back to accommodation
21:45-22:10	学生返回公寓、晚检 洗漱、打电话等	Back to room, night check wash up, phone time
22:10-22:30	睡前准备	Prepare for bed
22:30	熄灯	Lights out

Medical Procedure

3. 日常作息安排

充足的睡眠时间是学生学习的重要保障之一。生活指导老师将帮助学生培养良好的生活习惯。初中生和高中生的作息略有不同。

- 学生就寝之前，应洗澡（或至少完成洗漱）、刷牙，准备好第二天需要的衣物、学习用品、书本、书包并整理好房间。
- 若部分学生需要 15 分钟以上时间进行就寝准备，则他们需提早开始准备。延迟就寝准备的时间意味着他 / 她的其他室友将被影响，生活指导老师将根据公寓管理规定给予惩罚。
- 熄灯前半小时是“安静时间”，学生们可以在这段时间进行一些“轻阅读”，或做一些让自己能放松的事情，以便更好的入睡。

4. 寄宿学生行为规范

寄宿学生应首先遵循华师希平双语学校的《学生手册》中关于行为准则的要求。同时，在公寓中，应遵循《学生公寓管理规范》的相关内容。



5. 奖励制度

我们一直鼓励积极向上的行为举止。我们鼓励所有成员之间相互尊重。我们以保持公寓环境积极向上为目标。教职工一直在热情地认可和表扬学生好的行为，每周表现卓越、超出预期的寄宿学生都能受到表彰。

公寓的奖励制度和学校的奖励制度保持一致，详见《学生手册》的奖励制度。

6. 违规行为分级及处罚

我们意识到青少年可能会在一些时候做出糟糕的选择。我们会和学生一起探讨如何改进他们的行为，是否需要额外的帮助。

然而危及公寓安全的严重错误不能也不会被容忍，可能导致终止寄宿或被学校开除。

根据学生公寓管理制度，我们会采取不同的措施来应对轻微的违规行为，但是也可能被中止或终止寄宿。所有行为问题都将被记录在学校的学生管理系统中，并定期与家长共享。

1) 轻度行为问题

轻度行为问题由生活指导老师定期管理，在处理轻度行为问题时，老师们会给予学生机会调整改正自身行为。

2) 中度行为问题

发生此类问题时，生活指导老师会迅速、果断处理，让学生认识到行为不被接受的原因，必要时可以向生活主管或班主任或校领导寻求协助。

3) 重度行为问题

此类问题相对少见，一旦出现则必须进行教育惩戒，学校领导、班主任和生活指导老师将邀请学生家长到校进行面谈。

4) 严重行为问题

此类问题对其他学生或老师构成威胁或伤害，学生将接受单独观察、暂时停课或退学的相应处罚。



轻微级别 Level (Low)	行为 Action	处理方式 Methods	教职工 Staff
第一步 (轻度行为问题) Step 1 (Low)	● 破坏公寓设施 Damage accommodation properties and facilities	● 眼神示意: 严厉且表情严肃 Eye contact: stern stare, raised eyebrow	● 生活指导老师 Dorm Teacher
	● 熄灯后离开房间 Left room after lights out	● 果断的肢体语言 Assertive body language	
	● 未经允许进入另一个房间或限制进入的房间 Enter another room or rooms they are not supposed to enter, without permission	● 轻声提醒学生 Whispering a firm reminder	
	● 将校外餐饮带入教学楼或公寓楼 Bring outside food and beverage into school or accommodation building.	● 重申学校规则 School rule reminder	
	● 说不合适的语言 Use inappropriate language	● 当众对学生提出要求 Direct request in front of the class	
	● 制造混乱 Cause small size chaos	● 警告 Warning	
	● 带高咖啡因的饮品、禁止携带的食物到公寓, 如红牛和汽水 Bring high coffin drinks or food they should bring, to the accommodation, like soda and red bull	● 没收违禁物品 Confiscate prohibited items	
		● 责令整改 Request for rectifications	

中等级别 Level (Medium)	行为 Action	处理方式 Methods	教职工 Staff
第二步 (中度行为) Step 2 (Medium)	● 故意不服从公寓管理的 Deliberate failing to complete guidance or disobey boarding staff	● 生活指导老师或德育老师进行教育 Dorm Teacher or moral education staff get involved for education	● 生活指导老师 Dorm Teacher
	● 未经允许, 在其他房间睡觉 (如男生对男生 / 女生对女生) Sleep in a room other than their own room without permission (e.g. boy sleep in another boy' s room/girls vice versa)	● 生活指导老师或班主任与家长进行非正式沟通 Dorm Teacher or Homeroom Teacher, Form Tutor to have informal meeting with parents	
	● 不尊重公寓工作人员或学生的行为, 如咒骂、无视等 Disrespectful behaviour to boarding staff or other students, e.g. swearing, ignoring.	● 点名批评 Name technique	
	● 未经允许擅自离开公寓楼 Leave the building without permission	● 在学校学生管理平台上做好记录 Record in student management platform	
	● 滥用电子设备 Abuse electronic device	● 责令赔礼道歉, 完成口头或书面检讨 Request for apology and verbal or written self-reflect statement	
	● 在公共场合不恰当的亲密举止 (小型违规), 例如牵手或有肢体接触 napropriate intimate contact in public, e.g. holding hands or physical contact.	● 适当增加公寓内公益服务任务 Additional public service task within accommodation	
	● 轻度行为经提醒警告后屡教不改 Bring high coffin drinks or food they should bring, to the accommodation, like soda and red bull	● 在值班办公室内反思 Reflection under teacher' s instruction and supervision	

重等级别 Level (High)	行为 Action	处理方式 Methods	教职工 Staff
第三步 (重度行为) Step 2 (High)	● 对老师、公寓工作人员、其他工作人员或其他学生表现出不尊重或不恰当的行为或言语，如辱骂、攻击、作弊、陷害等，且造成一定影响。 Disrespectful to teachers, boarding staff, other staff or other students, inappropriate verbal or physical behaviour towards them, e.g., swearing, cursing, attack, framing, plagiarizing etc., and cause some impacts	● 由学校德育工作负责人予以训导或校领导直接介入 Discipline by school moral education director or direct intervention by school leaders	● 校领导 School leaders
	● 在社交媒体上发布关于学校、工作人员或其他学生的不恰当信息 Spreading untruthful or inappropriate information about the school, staff or other students on social media platforms.	● 校领导、生活主管、生活指导老师和寄宿学生家长会面，并可能要求学生留在家中（暂停寄宿） School leaders, Dormitory Supervisor, boarding staff and the parents of the student of concern to have formal meetings, the student may be asked to stay home (suspended from boarding)	● 德育老师 Moral education teacher
	● 未按时返回公寓 Fail to return to accommodation in time.	● 与家长正式约谈 Formal meeting with parents	● 生活主管 Dormitory Supervisor
	● 在公寓有严重破坏行为 Severe damaging behaviour to accommodation and facilities.	● 与家长在家进行教育、管教 Request parents to educate and discipline at home	● 班主任 Homeroom Teacher/
	● 偷窃 Stealing	● 适当的停课 Properly suspended from school	● 生活指导老师 Dorm Teacher
	● 拒绝听从指令或完成任务 Refusal to follow instructions or carry out the task	● 学生反思 Student reflection	
	● 霸凌行为 Bullying		
	● 种族歧视 Racism		

严重级别 Level (Severe)	行为 Action	处理方式 Methods	教职工 Staff
第四步 (严重行为) Step 4 (Severe)	● 不安全行为，如严重的暴力或攻击行为 Unsafe behaviour, e.g., severe violence or attack behaviour	● 与家长正式约谈，行为上报并记录系统 Formal meetings with parents, record behaviour in system.	● 校领导 School leaders
	● 未经许可离开公寓楼或学校 Leaving the accommodation building or school without permission	● 要求家长在家进行教育、管教 Require parents to educate and discipline at home	● 班主任 Homeroom Teacher/Form Tutor
	● 欺凌行为 – 无论是身体还是语言上的，如威胁、虐待他人 Bully behaviour – including verbal or physical, e.g., threatening, abusing others	● 暂时退出寄宿 – 成为走读生。虽然每个案例都是根据情况单独考虑，但违规通常会导致暂时退宿。 Stop boarding – change to day student. Though each case is considered independently, violation at this stage often leads to temporary suspension of boarding.	● 生活主管 Dormitory Supervisor
	● 在校园中、或在学校的活动中、或穿着学校校服时使用任何烟草产品（电子烟、烟草）、酒精和 / 或其他非法有害物质 Using any tobacco products (e-cigarettes or tobacco leaves), alcohol and/or other illegal harmful substances on school grounds, or at activities or while wearing school uniform		
	● 任何有损学校声誉的行为 Any conducts that damages school reputation		
	● 严重违反学校信息通信用户协议 Severe violation of school I&C user agreement		

严重级别 Level (Severe)	行为 Action	处理方式 Methods	教职工 Staff
第四步 (严重行为) Step 4 (Severe)	● 恣意破坏他人 (或公共) 财产行为 Deliberate destruction/damage of other people (public) properties	● 与家长正式约谈, 行为上报并记录系统 Formal meetings with parents, record behaviour in system.	● 校领导 School leaders
	● 其他严重违规行为, 例如到其他房间 (男生到女生 / 女生到男生) Other severe violation behaviour, e.g., going to other rooms (boys in girls/girls in boys)	● 要求家长在家进行教育、管教 Require parents to educate and discipline at home	● 班主任 Homeroom Teacher
	● 一段时间内重复违规行为 Repeat and consistent severe violation behaviour	● 暂时退出寄宿 – 成为走读生。虽然每个案例都是根据情况单独考虑, 但违规通常会导致暂时退宿。 Stop boarding - change to day student. Though each case is considered independently, violation at this stage often leads to temporary suspension of boarding.	● 生活主管 Supervisor Dormitory
	● 严重违反学校安全守则 Severe violation of school safety protocols		
<p>严重事件将会永久记录在学生档案中。</p> <p>违规违纪情节严重的, 或者经多次教育惩戒但仍不改正的学生, 将给与警告、严重警告、记过或者留校察看和开除学籍的纪律处分; 对行为问题处于严重级别且未改正的学生, 学校按照法定程序, 配合家长、有关部门将其转入专门学校教育矫治。</p> <p>学生受到教育惩戒或者纪律处分后, 能够诚恳认错、积极改正的, 可以提前解除教育惩戒或者纪律处分。</p> <p>Serious incidents will be recorded on a student's permanent record.</p> <p>Students who violate rules and regulations to a severe extent, or refuse to correct themselves after repeated sanctions, will receive warnings, severe warning, written record, school probation and/or being expelled from school. For students who are currently in Step 4 and fail to correct themselves, the school will initiate formal/legal procedures, collaborate with parents and authorities to transfer the student of concern to specialized schools for correction.</p> <p>Students, whom after receiving educational sanctions or disciplinary warnings, if they are keen to correct themselves, may be downgraded or removed from educational sanction and back to normal schooling.</p>			

5) 针对各级问题具体的负责人

此类问题对其他学生或老师构成威胁或伤害, 学生将接受单独观察、暂时停课或退学的相应处罚。

等级 Level	行为问题 等级 Level of Behaviour	主要教职人员 Main staff member/involved	其他教职人员 Other staff	可能的行动 Possible actions
I	低 Low	生活指导老师 Dorm Teacher	生活指导老师、医护人员或生活主管 Dorm Teacher, medical staff, Dormitory Supervisor	口头警告 Verbal warning 书面警告 Written warning 记过 Demerit 反思时间 Reflection time
II	中 Medium	生活指导老师、生活主管、班主任 Dorm Teacher Dormitory Supervisor, Homeroom Teacher/Form Tutor	生活指导老师、生活主管、班主任、德育老师 Dorm Teacher Dormitory Supervisor, Homeroom Teacher/Form Tutor, moral education	老师书面报告 Teacher written report 反思时间 Reflection time 家校联系 (必须) Parental contact (must) 辅导 Counselling
III	重 High	初中校长 Head of Middle school 高中校长 Head of High School 国际部主任 Dean of International High school 副校长 Deputy Head Master/Mistress 校长 Head Master	生活指导老师、生活主管、班主任、德育老师 Boarding staff, Dormitory Supervisor, Homeroom Teacher/Form Tutor, moral education teacher	反思时间 Reflection time 公寓公益服务 Accommodation service time 短期暂停寄宿 Temporary suspended from boarding 家校联系 (必须) Parental contact (must)

等级 Level	行为问题 等级 Level of Behaviour	主要教职人员 Main staff member/involved	其他教职人员 Other staff	可能的行动 Possible actions
IV	严重 Severe	初中校长 Head of Middle School	生活指导老师、生活主管、班主任、运营部 Boarding staff, Dormitory Supervisor, Homeroom Teacher/Form Tutor, Operation Department	停课或退学 Suspension or be expelled
		高中校长 Head of High School		与校长会面 Meeting with the Head
		国际部主任 Dean of International High School		家校联系（必须） Parental contact (must)
		副校长 Deputy Head Master/Mistress		转入专门学校矫治 Transfer to special school for correction
		校长 Head Master		

7. 电子产品

为帮助学生保持健康的学习、睡眠习惯，并减少校园霸凌的风险，学校不允许学生携带手机或其他电子产品入校。

因学术需求必须使用电子产品的，学校将视具体情况做出统一规定。

生活指导老师如发现有学生违规携带电子产品入校，将第一时间收入办公室储物柜内代为保管。生活指导老师将联系学生家长反馈情况，并在学生离校时返还；频繁违规携带电子产品入校的，将延长没收时间至一个学期。

Student Management

1. Boarder’ s Expectations

ECNU Xiping boarding staff aim to ensure that all boarders and staff feel safe and secure in our accommodation. To help achieve this, boarders are provided with a set of oral principles to be followed in order to create a warm, friendly and safe environment in which everyone can thrive. All pupils and staff should:

- Always be respectful of each other, the staff who work with them in the school.
- Be prepared to listen and respect the opinions and points of view of other people.
- Communicate respectfully using a language that is common to all present in vicinity.
- Ensure that your action and attitude result in everyone feeling safe and secure, and always keep your hands and feet to yourself.
- Take responsibility for self, others and environment.
- Be polite and friendly, do not talk behind one’ s back.
- Respect your belongings and those of others.
- Follow the boarding routines to ensure good timekeeping.

2. Dress Code and Behaviour

- All boarders are expected to be presentable at all times.
- Uniforms are to be worn as per the expectation of the school.
- Dress decent inside the accommodation building.
- Colouring of hair, inappropriate hairstyling and tattoos are not permissible.
- Hipster style trousers are not allowed.
- Fancy belts, rings, trinkets, make-up sets, nail polish, hair dyes etc. will be confiscated if brought to accommodation.
- All the belongings of every student must be listed and clearly marked.

3. Daily Routine

Adequate sleep hour is one of the important factors in student learning and

performance. Dorm Teacher will help students develop good living habits. Students in middle school and high school will have slightly different daily routines.

- Before students go to bed, they should have finished showering (or at least washed face), brush teeth, prepare clothes, study supplies, books, school bag and tidy the room.
- If a student needs more than 15 minutes to get ready for bed, they should plan to start preparing for bed early. Delay bedtime means he/she will affect their roommates. Dorm Teacher will issue negative in accordance with accommodation management rules.
- “30 minutes” before lights out is the Quiet Time, students can utilize this time to do some “light reading” or things to make them relax so that they can sleep better.

4. Boarders’ Code of Conduct

Boarders should first follow expectations and requirements listed in the ECNU Xiping Bilingual School Student Handbook. Meanwhile, they should also follow contents in the Student Accommodation Management Guidance.

5. Rewards Policy

We are continuously looking to reinforce positive behaviour. ECNU Xiping Bilingual School expect and encourage everyone to be respectful to others. We aim to keep the boarding environment positive. Staff are encouraged to recognize good behaviour with praise and enthusiasm to encourage more good behaviour.

Rewarding policy in accommodation is in line with school-wide rewarding policy, please see Student Handbook for more details.

6. Behaviour Levels and Sanctions

We recognize that teenagers might make decisions that are not wise enough for sometimes. We will discuss and work with them to work on behaviour improvements, and if additional support is needed.

However, severe level behaviour, e.g. threatening the security of the accommodation is not acceptable, which may lead to consequences of being suspended from boarding or being expelled from the school.

According to Student Accommodation Management Policy, student accommodation team takes various measures for Low Level Behaviours, including being

suspended or expelled from boarding. All behaviour incidences will be recorded in school student management system and shared with parents on a regular basis.

1) Low Level Behaviours

Low level behaviours are managed on a regular basis by the Dorm Teacher. When dealing with these, staff will look to give the student the opportunity to modify their own behaviour.

2) Medium Level Behaviours

Dorm Teacher will deal with these quickly and decisively to help the student understand why their Behaviour was unacceptable. They will seek support from the Dormitory Supervisor or school leadership team when necessary.

3) High Level Behaviours

These are relatively rare. Educational sanction will be applied once it appears. School leader, Homeroom Teacher/Form Tutor and boarding staff will require a meeting with parents for formal meetings.

4) Severe Level Behaviours

These may present a case of real danger to other students or the teacher and may result in isolation, temporary suspension or the student leaving the school.

5) Responsible Staff for Every Level Behaviours

These may present a case of real danger to other students or the teacher and may result in isolation, temporary suspension or the student leaving the school.

7. Electronic Devices

To help student develop and maintain healthy learning and sleeping habit, reduce risks of school bully, it is prohibited for students to bring mobile phones or other electric devices to the school.

If some students need an electric device for academic reasons, the school will issue further guidance subject to needs.

If our Dorm Teacher found a student brings in an unauthorized electric device, they will confiscate and put the device into an office locker. Dorm Teacher will feed back the violation behaviour to parents. The confiscated device will be returned to the student when they leave the school; repeated violation may lead to a longer period of confiscation, which could be as long as a whole term.

八、寄宿准备与须知

1. 物品清单

学校公寓配有家具、部分电器以及卫生工具，例如：

类别	学校配置
寝室配置	床
	床垫
	衣柜
	行李柜
	书桌椅
	电吹风
卫生保洁用品	扫把
	畚斗
	拖把
	垃圾桶

我们希望学生在公寓也能居住的舒适，并以干净、清爽的状态开启每一天的学习。在学校提供的物品基础上，家长需为学生购买指定、统一的校服、书包、床上用品等。

根据学生自身需求，参考建议的物品清单，酌情准备学生寄宿所需的行李物品及数量。

类别	物品		
床上用品（必备）	被套（150*215）、枕套（45*65）、床笠（100*200*10）		
	枕芯、春秋被芯、夏薄被芯、凉席、无纺布收纳包		
	** 家长可以通过学校床品供应商的链接和 / 或二维码，提前订购学生的床上用品		
校服（必备）	夏季 （春秋季 / 冬季 *）	正装 休闲装 运动装	短袖衬衫
			西裤短裤 / 短裙（女）
			短袖 polo 衫
			短休闲裤 / 短休闲裙（女）
			短袖运动上衣
			运动短裤
校服配饰（必备）	棒球帽、领带		
配饰（必备）	书包、运动包（抽绳款）		
学校校服由英国大卫卢克校服品牌提供。			
*本手册仅简要介绍夏季校服，春秋季和冬季校服的配置可以通过查阅《校服手册》，获得更多必备、选购的服装和配饰等信息。			
开学后，如有需要购置额外校服，学生可在校服和纪念品商店开放期间，前往试衣，确认尺寸后由家长线上订购。			
校服配件（可选）	袜子、皮鞋、泳衣 / 裤 / 帽、羽绒内胆、围巾、连裤袜		
可自备			
鞋袜	白色运动袜、黑色袜子		
	黑色皮鞋		
运动装备	纯白运动鞋（含鞋底白色）		
	草坪鞋（黑色，可于专业运动器材商店购得）		
	运动包（能装下运动鞋和运动用品）		
	足球护腿板（踢足球的学生）		
	羽毛球拍、乒乓球拍、瑜伽垫、运动积木和拉伸带（自选非必需）		
	** 参与运动队或特殊体育运动的学生可能需要购置其他运动服或用品		

类别	物品
寝室用品	软被 / 盖毯 / 毯子
	居家服、睡衣
	室内鞋 / 拖鞋
	内衣（够 5-7 天换洗）
	休闲装（适用于晚间的便装）
	抽纸 / 厕纸
	擦鞋用品
	闹钟
	USB 接口的学习台灯
个人清洁用品	毛巾、浴巾
	洗发水、沐浴露等
	海绵 / 浴花
	牙刷 / 牙膏 / 牙杯
	防晒霜、润唇膏
	梳子、修指甲套装
	洗衣袋（至少 5 个，袋子必须缝上标签）
其他	饮水杯（结实的非玻璃制品）
	雨伞、遮阳帽
	小型收纳盒（用来盛放内衣物、袜子、洗漱用品）
	行李箱（26 寸行李箱，含拉手高度不超过 70 厘米）
** 所有的衣、物都需要标明标签，写上中英文名字（请在来校前将标签缝好或使用防水印章盖好，可将印章带来以备不时之需）	

2. 离校与返校须知

	初中生	高中生
离校准备	学生须在星期四晚上（或离校日前一天晚上）将行李收拾妥善并放置于公寓一楼，星期五下课后，学生将回到公寓一楼取行李箱。	
离校时间	每周五下午结束最后一节课后 (18:20)	每周五晚上第一节晚自习结束后 (20: 30)
清校时间	19:00	21:00

● 超时返校

一般情况下，寄宿学生返校时间为星期日下午 17:00-18:00 期间。

如寄宿学生因特殊情况无法在规定的时间内返校，家长须在返校日下午 14: 00 之前告知生活指导老师。

如果寄宿学生因特殊情况无法在返校日当天入校，请家长提前联系学生的生活指导老师，并在上课日上午 7: 15-7: 35 返校，并须将行李直接带入公寓，暂存一楼。如果学生在早晨 07: 35 后到校，学生需要将行李直接带入教室而非放在公寓或门卫处。

● 因病 / 因故离校

如因病或因故需要提早离校，学校将第一时间与家长沟通，并妥善安排学生离校事宜。在学生计划返校之前，家长须联系班主任老师讨论返校时间与行程。

● 缺勤

如学生须请假，家长应第一时间通知学校并遵循请假流程。学校将联系家长讨论具体返校时间与行程。

3. 期末离校

每个学期结束的最后一周，学生将有更多时间在行李的整理上。在学校住宿的最后一个晚上，学生需要把个人物品全部整理完毕并装进行李箱或收纳箱中。

次日早晨（学期最后一天），学生起床后需要将床品整理并打包，并且根据生活指导老师的引导，将所有物品放置到指定的区域，方便结束班级事务后直接取走物品。

午餐后，公寓管理团队将对每间寝室进行巡查，任何遗留的物品，都将被统一收集并根据物品类别，进行物品分类和捐赠情况记录。学校清校后的次日，公寓将进行大扫除并且清除一切物品。学生需要为自己的个人物品负责，没有带走的物品都将被默认为“遗弃”或“垃圾”，并可以由寄宿部清理。

Boarding Preparation and Notice

1. List of Items

School accommodation will have furniture, electric appliance and cleaning tools prepared for students:

Type	Provided
Bedroom	Bed frame
	Bed mattress
	Wardrobe
	Luggage storage
	Desk and chair
	Hair dryer
Cleaning Tools	Broom
	Bucket
	Mop
	Waste bins

We hope our students can enjoy living in a comfortable, clean and tidy environment and start their everyday learning with energy. In addition to items provided by the school, parents will need to purchase essentials for the student, including but not limited to school uniforms, school bags, beddings and so forth.

We have provided a suggestion list for parents' reference. Parents and students can purchase additional pieces if necessary and prepare for students' boarding time.



Type	Items		
Beddings (essential)	Duvet cover (150*215), pillowcase (45*65), fitted sheet (100*200*10) Pillow, thick duvet insert, thin duvet insert, cooling summer mattress topper, non-woven storage bag Parents can purchase matching beddings from our school provider' s link and/or QR code. All boarding students should purchase bedding pieces in advance.		
School Uniform (essential)	Summer (spring& autumn/ winter)	Formal uniform Casual pieces Sports pieces	Short-sleeve shirt Shorts/Pleated skirt (F) Short-sleeve polo shirt Cotton shorts/skirt (F) Sport shirt Sport short
Uniform accessories (essential)	Cap, tie		
Accessories (essential)	School bag, sports bag		
School uniform is provided by David Luke. This handbook briefed on summer uniforms, please check the School Uniform Handbook for more information regarding Spring & Autumn and Winter uniform guidance, essentials, instructions for uniform and accessories purchasing etc. After school starts, if any student wish to purchase additional school uniform pieces, students can try them on in the Uniform and Souvenir shop, so that parents can order online the correct sizes.			
Uniform accessories (Optional)	Socks, leather shoes, swimming suite/wear/cap, jacket liner, scarf, tights		
Can be prepared at home			
Shoes & Socks	White sport socks, black socks		
	Black leather shoes		
Sports wear	White sports trainers (completely white)		
	Astro shoes (black, available in sports equipment store)		
	Sports bag (large enough for sports shoes and equipment)		
	football leggings (students who play football)		
	(Badminton rackets, table tennis rackets, yoga mats, exercise blocks and stretch bands (all optional, not required)		
	Students playing in sports team or special sports may need to purchase other sports wear or accessories.		

Type	Items
Things in the bedroom	quilt, comforter
	casual wear, pajamas
	indoor shoes, slippers
	underwear (enough for 5-7 days)
	casual clothes (use for evenings)
	(tissue and toilet paper)
	shoe cleaning set
	alarm clock
Personal hygiene supplies	USB powered desk lamp
	towel, shower towel
	hair shampoo, body wash
	sponge, shower puff
	toothbrush, toothpaste, cup
	sunscreen, lip balm
	comb, manicure set (simple)
other	Laundry bags (at least 5, all sewed with name tags)
	drinking water bottle (strong and not made of glass)
	(umbrella, cap)
	small storage box (for underwear, socks, personal hygiene supplies)
	small suitcase (to bring things back home for weekends)
All clothes and personal belongings should be marked or sewed with name tags both in Chinese and English (please sew tags on before coming to school, or use waterproof stamps, students can bring the stamp to school if needed.)	

2. Leave and Arrival Notice

	Middle School Student	High School Student
Preparing to leave school	Students should pack their luggage on Thursday night (or the day before they leave school) and place their suitcase on the ground floor. After the last lesson on Friday, students will return to accommodation ground floor to retrieve their suitcase.	
Time of leaving	Last lesson every Friday afternoon (18:20)	After the first evening self-study session every Friday night (20:30)
Clearing	19:00	21:00

● Late Arrival

During normal days, students should return between 17:00 and 18:00 on Sunday afternoons.

If any boarders are unable to return within this period due to inevitable reasons, parents should notify Dorm Teacher before 14:00 on the return day, and students should return on the following school day between 07:15 and 07:35, they should store their luggage on the ground floor of the accommodation building. If the student arrives after 07:35, they will need to take their luggage to the classroom, rather than left abandoned at the gate or accommodation building.

● Leaving due to illness or other reasons

If a student has to leave school due to illness or other reasons, the school will contact parents at the first instance, and make proper arrangements for students to leave school early. Parents should contact their Homeroom Teacher/Form Tutor regarding the time, date and arrangement of the return of the student in advance.

● Absence

If a student has to ask for leave, parents should notify the school and start the application for absence as stated in the Leave Policy. School will contact parents

regarding schedule and arrangement of the return of the student.

3. End of Semesters Routine

Leaving school at the end of the semester
In the last week of each semester, students will be given more time in packing their belongings. Students will finish packing most of their personal belongings into their suitcase or storage box in the last night in the accommodation.

In the next morning (last day of the semester), students should tidy and pack their bedding after they get up. They will follow Dorm Teacher’s instructions and put all personal belongings in a scheduled location, students will be able to collect them directly after they finish their tasks in the classroom.

After lunch, the boarding team will patrol and check every single bedroom, anything left unpacked will be removed and sorted to various types, marked and separated for disposal or donation. The next day after school closes, there will be a deep cleaning inside the student accommodation when cleaners will remove everything. Students should be responsible for their own belongings, anything left inside the building will be considered as “unwanted” or “rubbish”, and the boarding team have the right to clear them.

九、结束语

此寄宿手册包含了学生公寓管理的制度和相关细则，希望家长能够花些时间仔细阅读。如果您在阅读后有任何问题或建议，请联系生活主管或运营部。这是我们的家，需要大家共同营造积极的生活环境。

本手册应与《学生手册》和《家长手册》一起阅读，以便了解学校的所有制度和工作流程。

期望同学们在住宿期间与宿舍工作人员、老师和其他同学们建立良好的关系。举止文明、对人友善、体谅他人、相互尊重。如果你遵守学校的规则，并努力达到我们的期望，你将会在华师希平双语学校度过一段快乐而有益的时光！

Concluding Remark

This Boarding Handbook consists of student accommodation management policies and important details, we encourage parents to spend some time to read in details. If you have any questions or suggestions after reading this handbook, you are more than welcome to contact our Dormitory Supervisor or Operation Department. This is a home for all, we are all together to construct and build a positive and thriving living environment.

This handbook should be read together with Student Handbook and Parents Handbook, for a bigger and more comprehensive understanding of school' s all policies and work process.

We hope all students will build good relationships with Dorm Teacher, teachers and other students during their stay in school accommodation. We expect all students to behave well, be kind to others, be considerable and respectful. If students follow school rules and instructions, and work hard to reach the expectations, students will have a happy, enjoyable and beneficial time in ECNU Xiping Bilingual School!



十、寄宿协议

寄宿手册协议书

我们已经仔细阅读、完全理解并同意本寄宿手册的相关内容。

我们承诺已经向学校提供真实、有效的信息。如果在学生寄宿期间有任何情况变更，我们将第一时间告知学校。

我（学生）承诺，我将遵守学校规定，学生行为规范和守则，积极配合学校的相关安排。

我们（学生父母 / 法定监护人）将积极配合学校公寓管理的要求，与学校共同创造充满支持的和关爱的生活学习环境。

我们完全理解并同意，如学生违反法律法规、在寄宿期间多次或严重违反学校相关守则或规定，可能导致被学校开除的严重情况。

学生签名	学生签名（楷书）	日期
<hr/>	<hr/>	<hr/>
母亲签名	母亲签名（楷书）	日期
<hr/>	<hr/>	<hr/>
父亲签名	父亲签名（楷书）	日期
<hr/>	<hr/>	<hr/>
法定监护人签名	法定监护人签名（楷书）	日期
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请家长将此签字页沿虚线撕下并交给寄宿部办公室。

Boarding Handbook Agreement

We have clearly read, fully understand and agree with the contents in this Boarding Handbook.

We promise we have provided truthful and valid information to the school. If there' s any amendment or changes during the stay of the students in school accommodation, we will notify the school at the first instance.

I (student) promise, I will obey rules and regulations of the school, student behaviour standards and rules, and always be cooperative regarding school arrangements.

We (student' s parents or legal guardians) will be active and be cooperative with school accommodation management requirements, and work with the school to build a loving, caring and supportive living and learning environment.

We fully understand and agree: during the time our child (ren) stays in school accommodation, if they violate laws and legislation, if they repeatedly violate school rules and regulations, or have severe level behaviour issue, they may be expelled from the school.

Signature of Student	Print Name	Date
<hr/>	<hr/>	<hr/>
Signature of Mother	Print Name	Date
<hr/>	<hr/>	<hr/>
Signature of Father	Print Name	Date
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Signature of Legal Guardian	Print Name	Date
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Please tear or cut this signed paper and return to student accommodation management office.



华师希平双语学校
ECNU XIPING BILINGUAL SCHOOL

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