



Sias IS
西亚斯外籍学校

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BOARDING HANDBOOK

西亚斯外籍学校
住宿手册



BOARDING HANDBOOK

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2024-2025 ACADEMIC YEAR

2024-2025 学年

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WELCOME LETTER FROM THE HOS 来自校长的欢迎信

Welcome to Sias IS Boarding!

Living on campus with your peers presents a unique learning opportunity. The time away from family requires students to develop independent living skills, create stronger relationships with classmates, and challenge themselves to accomplish things they may not have thought possible. We expect students living and learning in the dorms to model our Core Values:

- **Caring:** Be kind to roommates and peers. Think about ways to support others, not just care for yourself.
- **Principled:** Complete your academic tasks with limited or no prompting. Keep your area clean and support your peers in making good, safe choices.
- **Risk-taker:** Living away from the comforts of home can be challenging. Take the risk to accomplish difficult things and use/develop your English skills outside of the classroom.
- **Balanced:** Focus on your well-being. Amidst the academic rigors of an IB education, get enough rest, eat healthy meals, and participate in music, arts, and sports to care for your body.

The Sias IS boarding program is structured to bring out the best in our developing students in Grades 6-12. Our boarding staff have been carefully hired and trained to ensure a safe and caring environment where students will develop lifelong relationships and memories. Through the instructional day, the evening boarding program, and the emphasis on our Core Values, Sias IS graduates will become internationally minded global citizens.

Personally, I can't wait to challenge our boarding students to a game of table tennis.

See you at the dorms,

Dr. Sam E. Mills
Head of School

欢迎加入西亚斯外籍学校住宿生活！

与同龄人一起生活在校园里是一个无与伦比的学习成长机会。学生离开自己的家庭生活需要学习并掌握独立的生活技能，与同学建立更牢固的关系，并挑战自己完成认为不可能的事情。我们希望学生在宿舍生活和学习的同时，能够建立和学校一致的核心价值观。

- **懂得关爱**——善待室友和同龄人。在关心自己之外，还学会如何支持他人。
- **坚持原则**——在有限的或没有提醒的情况下完成你的学术任务、保持自己和周边环境的清洁、支持帮助你的同龄人做出正确、安全的选择。
- **勇于尝试**——我们理解，远离自己舒适的家在另外一个环境中生活是很有挑战性的。我们鼓励学生去完成有挑战性的事情，在课堂之外运用和提高自己的英文技能。
- **均衡发展**——请专注于自己的健康。为了通过 IB 教育的严格学术要求，学生必须得到足够的休息，注意健康饮食，并通过参加音乐、艺术和体育运动等休闲娱乐活动来调节状态，保证健康。

西亚斯外籍学校寄宿项目旨在培养和激发我们 6-12 年级学生的潜能。我们雇佣有经验的寄宿员工并提供专业培训，以确保为学生提供安全的和充满关爱的住宿环境，让学生在这里能收获持续终生的友谊，并留下一生的美好记忆。通过日间教学、晚间寄宿活动和对我们核心价值观的强调，我们相信，西亚斯外籍学校的毕业生将成为具有国际意识的全球公民！

从个人角度来说，我迫不及待地想向我们的寄宿学生发起一场乒乓球比赛的挑战了！

期待在学生宿舍见到大家！

山姆·E·米尔斯 博士
西亚斯外籍学校校长

ABOUT BOARDING PROGRAM

关于住宿项目



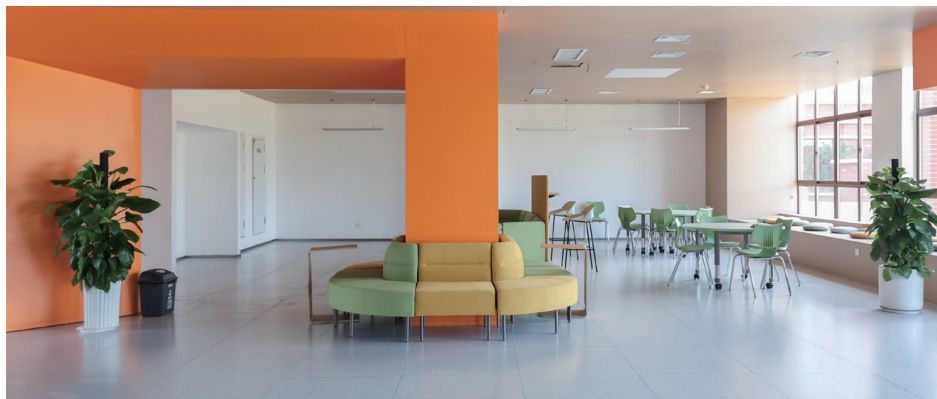
BOARDING MISSION

住宿宗旨

The Sias IS Boarding program strives to provide a nurturing and supportive environment that fosters confidence and personal growth, while promoting English proficiency, global citizenship, and all-rounded development. We strive to prepare students for success in academics, lifelong learning, and university placement by offering unique English enhancement opportunities and holistic support that help them thrive in a diverse global community.

西亚斯外籍学校寄宿项目致力于提供一个利于成长和支持性的环境，提高学生信心和个人成长，同时促进英语水平、全球公民意识和全面发展。我们努力通过提供独特的英语提升机会和整体支持，帮助学生在多元化的全球社区中茁壮成长，为学生在学业、终身学习和大学深造方面的成功做好准备。





BOARDING BRIEF 住宿简介

Boarding is for G6 and above or 12 years old and above
宿舍招收六年级及以上的学生

5-day boarding (Sunday evening to Friday afternoon)
5 天制住宿 (从周日晚上到周五下午)

BOARDING FACILITIES 住宿设施

Lobby: The boarding building lobby includes a student lounge and study area, with books, board games, a ping-pong table, foosball, etc. for students to use.

大厅：公寓大厅包括了学生客厅和学习空间，还配置了图书、桌游游戏、乒乓球桌、桌上足球等设施供学生使用。



Laundry Room: With washers, driers, and common use irons and cloth drying rack.

洗衣房：洗衣房配备洗衣机、烘干机及公用熨斗和晾衣架。

Dorm Room: Students are housed in 4-bed, clean, comfortable gender-specific rooms. Each room has an ensuite bathroom with 24-hour hot water supply.

宿舍房间：住宿生将按性别被分配到干净舒适的四人间内。每间宿舍内均设置独立卫浴，24 小时热水供应。

Other Facilities and Services: safe drinking fountains, entertaining facilities (ping-pong table, foosball, board games), utilities (water, electricity, AC), 24-hour surveillance cameras and security, Campus-wide Wi-Fi, etc.

其它设施：包括公共冰箱安全直饮水、能源（水、电、空调）、24 小时监控和安保、无线网络覆盖等。



BOARDING LIFE

SCHEDULE

住宿生活时间表



SAMPLE BOARDING SCHEDULE

住宿一日流程样表

Time	Schedule	日程
7:00am	Wake up	起床
7:30am-8:00am	Breakfast	早餐
8:00am-3:00pm	Academic School Day	学校课程时间
3:15pm-4:15pm	Clubs/sports	俱乐部活动 / 体育活动
4:15pm-5:15pm	Customized learning support	分层个性化学习支持和监督
5:30pm-6:00pm	Dinner	晚餐
6:00pm-6:30pm	Down Time	餐后放松
6:30pm-7:30pm	Self-directed learning	自主学习（有组织和监督）
7:30pm-9:00pm	Wellness Hours	康乐时间
9:10pm	Curfew (Must be in room, quiet time begins)	宵禁（必须返回宿舍，安静时间）
9:30pm	Room Check (turn in electronics)	睡前点名（上交电子设备）
10:00pm	Lights out	熄灯

*Note: Contents are subject to change.
注：具体内容可能有变动。

WEEKLY DISMISSAL & ARRIVAL

每周离校及到校

Time	Schedule	日程
Dismissal on Friday 周五离校		
8:00am-3:00pm	Academic School Day	学校课程时间
3:15pm	Dismissal	离校
3:15pm-4:15pm	Clubs/Sports	俱乐部活动 / 体育活动
4:15	Dismissal	离校
Arrival on Sunday 周日返校		
5:00-5:30	Arrival on campus	抵达学校
5:30pm-6:00pm	Dinner	晚餐
6:00pm-6:30pm	Down Time	餐后放松
6:30pm-7:30pm	Boarding Activities	住宿活动
7:30pm-9:00pm	Prepare for the following school day e.g. self-study, read, exercise, dorm room clean-up, other preparations	为接下来一周的学校生活作准备 学生可以自由安排时间，比如自学、阅读、运动、打扫宿舍、和其他准备
9:10pm	Curfew (Must be in room, quiet time begins)	宵禁（必须返回宿舍，安静时间）
9:30pm	Room Check (turn in electronics)	睡前点名（上交电子设备）
10:00pm	Lights out	熄灯

CUSTOMIZED LEARNING SUPPORT

分层个性化学习支持和监督

Boarding Students with English enhancement need will get customized learning support based on their learning phase every Monday to Thursday from 4:15pm to 5:15pm in the library under teacher's supervision.

每周一至周四下午 4:15-5:15，有英语加强需求的住宿生，根据每个学生的层次，将在老师的监督下于图书馆进行一个小时的分层个性化学习支持和监督。

SELF-DIRECTED LEARNING

有组织和监督的自主学习

Self-directed learning with instructional support and supervision from teachers. Boarders will be asked to make a study log about plans for their self-directed learning based on their academic performance and share the plan with teachers, and teachers will help to adjust, support, and supervise their learning plan being carried out to make sure boarders spend their time properly and effectively.

在教师的指导和监督下进行自主学习。住宿生需要根据他们的学习情况制作自主学习计划的学习日志，并与老师分享该计划，老师们将帮助调整、支持和监督他们的学习计划，以确保住宿生能够切实有效地利用该段学习时间。



WELLNESS HOURS

康乐时间

Activities in wellness hours will be planned under four principles:

康乐时间的活动将根据四项原则进行规划：

- English enhancement: activities will be planned to practice English listening, speaking, reading, and writing for boarding students, aiming to provide an immersive English environment.

英语强化：活动将为住宿生提供练习英语听说读写能力的机会，为住宿生提供沉浸式的英语环境。

- Various cultural experience: activities will be planned to restore the overseas community environment and prepare boarders for the future abroad life.

丰富的文化体验：还原海外社区环境，让住宿生提前适应海外生活。

- Balanced life: both physical and intellectual activities are included. Boarders will have fun and learn at the same time.

平衡的生活：康乐时间活动将涵盖身体和智力运动，让住宿生愉快地学习到知识。

- Adequate social interaction with peers: competition and cooperation coexist in the activities, helping boarders to interact with peers and make friends.

与同龄人的充分社交：活动中竞争与合作并存，帮助住宿生与同龄人互动并建立友谊。



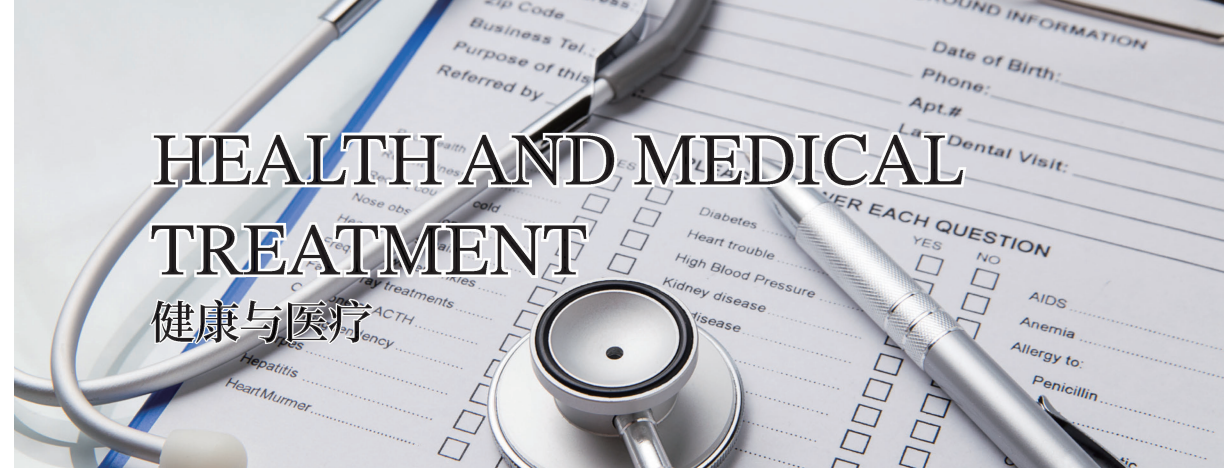
BOARDING ACTIVITIES

住宿活动

To promote a boarding community and make boarding a home away from home for boarders, various and colorful boarding activities will be hosted every Sunday between 6:30pm - 7:30pm.

为了丰富宿舍生活，使得学生宿舍成为住宿生的“家外之家”，住宿团队将在每周日下午 06:30-08:30 组织丰富多彩的住宿活动。

- Festival celebrations 节日庆祝
- Birthday parties 生日派对
- Theme parties 主题派对
- Parents Sharing Lecture 家长分享讲座
- Life skills training, etc. 生活技能培训，等.....



HEALTH AND MEDICAL TREATMENT

健康与医疗

MEDICAL HISTORY

医疗记录

Please provide the boarding team with a comprehensive health record of the boarder, including all medical conditions that may impact the boarder's health and safety on campus including allergies, medications, injuries, and any mental or physical limitations.

所有的住宿生家长均需要向住宿部提供一份完整的学生健康档案，比如提供可能影响住宿生校园健康和安全的的所有医疗状况的综合清单，包括过敏、药物、受伤以及任何精神或身体限制等。

MEDICATION

药物治疗

All medications, prescribed and over-the-counter drugs, must be approved and kept by the on-duty nurse. All medications must be labeled with student name and dosage. Medication may only be dispensed by the nurse. Students are not allowed to possess any medications on campus. The school will not refill and prescribe any student medication.

所有药物（包括处方和非处方药物）必须清楚地标示学生姓名以及使用剂量并交由校医登记并妥善保管。只有在校医的监护下学生才能服药。学生在校期间不得自行携带药物。学校不负责学生药物的补充及处方。

MEDICAL CARE

医疗护理

The school provides an on-duty medical professional when boarders are present. For serious injury or illness, boarder will be sent to hospital seeking professional medical care.

学生在校期间有专业的医务支持。严重的受伤或生病时住宿生将会被送医寻求专业医疗处理。



STUDENT BOARDING SAFETY

学生住宿安全

School safety relevant policies like Sias IS Child Protection Policy also apply to the boarding student, to protect the health and safety of students and staff. Meanwhile, the boarding team also has its additional requirements of boarding safety management.

学校的安全政策如《西亚斯外籍人员子女学校儿童保护政策及程序》等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，住宿部有专门的公寓安全管理要求。

ENTRY AND VISITOR MANAGEMENT

进出管理与访问

The student boarding building uses a facial access system, and all visitors must contact the boarding assistant through Dingtalk to make a visiting appointment and be granted entry by the boarding assistant at entrance.

公寓采用人脸识别系统门禁，任何探访必须先与住宿助理钉钉联系进行预约，并在进入公寓之前获得住宿助理的现场核实。

1. Entry of Boarders 住宿生进出

Boarders should close the door behind them when entering and exiting to prevent non-residents from following into the student boarding building. Boarders are not allowed to enter unauthorized spaces, such as faculty housing, swimming pool, gyms, etc.

住宿生进出时需要随手关门，避免非住宿人员尾随进入学生公寓楼。住宿生不得私自进入未经授权进入的空间，如外教公寓、泳池、地下运动馆等。

2. Parents Visiting 家长探访

If a parent wishes to visit the student during term time, they should contact and make an appointment with the boarding assistant 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 boarding floors of the sex other than theirs.

如果家长希望在上学期期间入校探访学生，须提前 24 小时联系住宿助理并提交访客申请。家长可在学生宿舍大厅公共区域与学生会面。家长任何时候都不可进入异性学生公寓楼层。

3. Professionals 专业人员

In the case of emergency situations, e.g., a fire alarm has been triggered at night, personnel that in charge of evacuation or rescue will prioritize students' life and personal safety, and enter the boarding in line with fire safety procedures immediately

如遇紧急和突发安全情况，如夜间突发火灾报警，负责疏散和救援的相关专业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. Property Management and Maintenance Personnel 物业及维修人员

If school property staff and maintenance personnel need to enter dorm rooms for work, they need to make an appointment with the boarding assistant in advance, usually arranged during school hours or weekends when there is no student in the boarding building.

学校物业工作人员和维修人员如需进入学生房间作业，需要提前和住宿助理约定好时间，通常安排在学生上课或周末无学生留校时间。

5. General Visitors 参观人员

If the school has to open the student boarding building for school open days or other activities, usually arranged during school hours or weekends when there is no student in the boarding building and ONLY the sample dorm rooms will be open for visitors.

如因学校开放日或其他活动安排，需开放参观学生公寓，参观时间尽量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。



PROPERTY SAFETY 财产安全

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, it is strongly suggested NOT to bring any important documents or valuables like passport, ID card, large amount of cash or jewelry to the student boarding building. 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 the student lost property in the teaching area, the student can tell the homeroom teacher or notify the boarding team after returning to boarding building; if it is lost within the boarding building, students should contact the assigned boarding staff. 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 identify. There is a lost and Found box in the boarding building lobby. Please check here to see if any items have been turned in.

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。如因特殊情况，学生必须将贵重物品带来学校，相关物品须由住宿助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住宿助理；如果在公寓内丢失物品，请先联系住宿助理，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。学生公寓大厅设有失物招领处，可前往此处查找是否有被上交的物品。

SAFETY EMERGENCIES 安全突发事件

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

If students hear a fire siren or earthquake alarm when they are inside the boarding building, EVERYONE must evacuate the building from the nearest fire evacuation exit as quickly as possible. The sports field is their assembly point, boarding staff 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.

为了住宿学生的安全，住宿团队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。

如果学生在住宿楼内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大楼。学校操场是住宿学生的集合地点，住宿管理人员将在此进行点名。警报响起时，学生须从安全出口有序撤离，禁止使用电梯。

USE OF LIFT 电梯使用

Student boarding building is a multi-storey buildings, and according to regulations, students should use the stairs to go up and down, except to use the elevator for luggage handling only on weekends when leaving school and returning to school. Students with limited movement due to physical reasons may use the elevator upon request.

学生公寓为多层建筑，按照要求，学生日常需要使用楼梯上下楼，仅在周末离校和返校日可以乘坐电梯以供搬运行李，因身体原因行动受限的学生可经申请后乘坐电梯。



ENCOURAGED BEHAVIORS 被鼓励的行为

Sias IS boarding staff aim to ensure that all boarders and staff feel safe and secure in our boarding. To help achieve this, the following behaviors are encouraged for boarders:

为了建立一个温暖、友好和安全的环境，我们鼓励住宿学生的以下行为：

- Healthy living habits 健康的生活方式
- Independence and responsibility 独立且有责任感
- Follow school policies and expectations 遵循学校政策及期望
- Respect others, respect the privacy and property of others 尊重他人，尊重他人的隐私和财产
- Kindness and social interaction 友善且良好的社交
- Take care of school property 爱护学校的公共设施
- Appropriate physical, emotional, and social interactions with others.
与他人合理的肢体、情感及社交互动
- Appropriate language and communication 文明的语言和交流
- Behaviors that promote a positive personal, family, and school reputation.
有益于个人、家庭及学校声誉的行为
- Reasonable use of electronic devices 合理使用电子设备

RESTRICTED ITEMS 禁带物品

- Electric appliances (including all kitchen appliances, heaters, fans, and other potentially dangerous appliances) 电器（包括但不限于烹饪电器、电暖器、电风扇等）
- Unsafe power strips/portable chargers/power banks, etc. 不安全的插排、充电器、充电宝等
- Lighters, matches or other flammable or explosive items 打火机、火柴或其它易燃易爆物
- Knife and items that can be used as weapons 刀具及其它可作为武器使用的物品
- Medication (exceptions may be made if approved and kept by the on-duty nurse)
药品（由校医登记并保存的药品除外）
- Tobacco, e-cigarettes, and alcohol 烟草、电子烟、酒精等
- Valuables 贵重物品
- Pets 宠物
- Any item that poses a risk to student health or safety
可能对在校住宿生的健康及安全存在隐患的其它物品。
- * All confiscated items will be returned to a parent or registered guardian. Item not picked up by the end of the academic year will be destroyed or recycled.
所有没收的禁带物品只会返还给学生父母或登记的监护人，如果物品在学年末未被取走，将会被销毁或者回收。

ELECTRONIC DEVICES 电子产品

We trust boarders will use electronic devices wisely, but to help students develop and maintain healthy learning and sleeping habits, boarders will have to register all electronic devices they bring to boarding to the boarding staff. And electronic devices must be used within the permitted time.

我们相信学生会合理使用电子产品，但为帮助学生保持健康的学习、睡眠习惯，住宿生必须向住宿管理人员登记其所带到学校的所有电子产品，并只在允许的时间使用电子产品。

BEHAVIOR LEVELS AND POSSIBLE CONSEQUENCES

违规行为分级及可能的处理方式

Level 级别	Action (include but not limited to) 行为 (包括但不限于)	Possible Consequences 级别	Staff 教职工
Level One Behaviors 一级行为问题	• Tardiness- Late to boarding or to class 迟到 - 回宿舍或上课迟到 • Disrupting others 干扰他人 • Not following directions 不遵循指示 • Breaking boarding rules 违反住宿规则 • Inappropriate language toward peers 对同龄人使用不恰当的语言 • Using electronic devices inappropriately 不恰当使用电子产品 • Provoking others 挑衅他人 • Damage boarding properties and facilities 破坏公寓设施 • Left room after lights out 熄灯后离开房间 • Enter another room or rooms they are not supposed to enter, without permission 未经允许进入另一个房间或限制进入的房间 • Bring outside food and beverages into the school or boarding building. 将校外餐饮带入教学楼或公寓楼 • Cause small size chaos 制造小规模混乱 • Bring prohibited items to the boarding building, but haven't cause any serious consequences 带违禁物品到公寓, 但未造成严重后果	• Speak to student 与学生谈话 • Message to parent 通知家长 • Reinforce expectations 强调对于学生行为的 • Remove distracting materials 清除分散注意力的东西 • Change dorm room 换宿舍 • Restorative practices 原景重现练习 • Logical consequence (spill it- clean it!) 逻辑分析 (打翻 -- 清理!) • Take a timeout 暂停正在做的, 冷静一下重新集中精力 • School rule reminder 重申学校规则 • Warning 警告 • Confiscate prohibited items 没收违禁物品 • Request for rectifications 责令整改	Boarding Assistant 住宿助理

Level 级别	Action (include but not limited to) 行为 (包括但不限于)	Possible Consequences 级别	Staff 教职工
Level Two Behaviors 二级行为问题	• Fighting other students (one-off, non-bullying) 与其他学生打架 (一次性, 非欺凌行为) • Theft 偷窃 • Disrespectful to staff 不尊重教职员工 • Damage to school property 损坏学校财产 • Abusive language used against peers 辱骂同学 • Skipping boarding activities and duties 逃避住宿活动及责任 • Providing false documents (e.g., signing letters without the permission) 提供虚假文件 (例如, 未经许可签署信件) • Deliberate failing to complete guidance or disobey boarding staff 故意不服从公寓管理的 • Sleep in a room other than their own room without permission (e.g. boy sleep in another boy's room/girls vice versa) 未经允许, 在其他房间睡觉 (如男生对男生 / 女生对女生) • Disrespectful Behavior to boarding staff or other students, e.g. swearing, ignoring. 不尊重公寓工作人员或学生的行为, 如咒骂、无视等 • Leave the building without permission 未经允许擅自离开公寓楼 • Abuse electronic device 滥用电子设备 • Inappropriate intimate contact in public, e.g. holding hands or other physical contact. 在公共场合不恰当的亲密举止, 例如牵手或其它肢体接触 • Repeat and consistent low-level Behaviors even after being reminded and warned. 轻度行为经提醒警告后屡教不改	• Counseling 辅导 • Verbal correction 口头纠正 • Parent contact/ conference 家长联系 / 会议 • Loss of privilege 丧失特权 • Personalized interventions 个性化干预 • Detention 察看 • Behavior contract 行为约束 • Restorative practices 采取补救行为 • Boarding Assistant get involved for education 住宿助理进行教育 • Boarding Assistant or Homeroom Teacher, Form Tutor to have informal meeting with parents 住宿助理或班主任与家长进行非正式沟通 • Name technique 点名批评 • Record in student management platform 在学校学生管理平台上做好记录 • Request for apology and verbal or written self-reflect statement 责令赔礼道歉, 完成口头或书面检讨 • Additional public service task within boarding 适当增加公寓内公益服务任务 • Reflection under teacher's instruction and supervision 在值班办公室内反思	• Boarding Assistant 住宿助理 • Boarding Supervisor 住宿主管

Level 级别	Action (include but not limited to) 行为 (包括但不限于)	Possible Consequences 级别	Staff 教职工
Level Three Behaviors 三级行为问题	• Repeated Level 2 misconduct 重复二级违规行为 • Vandalism 故意破坏公物 • Truancy 旷寝 • Inappropriate touching (one off e.g., done in jest) 不适当的肢体接触 (一次性, 如开玩笑) • Found to be bullying 发现有欺凌行为 • Verbally abusing or physically (light) assaulting staff 辱骂或殴打 (轻微) 工作人员 • Possessing, selling, or consuming alcohol 藏酒、售酒或饮酒 • Possessing and/or selling weapons or explosives 持有和 / 或出售武器或爆炸物 • Committing major actions contradictory to the values of the Communist Party of China 做出与中国共产党价值观相矛盾的行为 • Disrespectful to teachers, boarding staff, other staff or other students, inappropriate verbal or physical Behavior towards them, e.g., swearing, cursing, attack, framing, plagiarizing etc., and cause some impacts 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。 • Spreading untruthful or inappropriate information about the school, staff or other students on social media platforms. 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 • Refusal to follow instructions or carry out the task 拒绝听从指令或完成任务 • Racism 种族歧视	• Out-of-school suspension (up to 3 days) 校外停课 (最多 3 天) • Temporary removal from boarding 暂时退寝 • Restitution of property or repair of damage 归还财产或修复损坏 • Formal meeting with Head of School 与校长正式会面 • Referral to appropriate law enforcement agency 移交相关执法机构 • School leaders, Boarding Supervisor, boarding staff and the parents of the student of concern to have formal meetings 校领导、住宿主管指导老师和住宿学生家长会面 • Formal meeting with parents 与家长正式约谈 • Request parents to educate and discipline at home 要求家长在家进行教育、管教 • Student reflection 学生反思	• School leaders 校领导 • Boarding Supervisor 住宿主管 • Homeroom Teacher 班主任 • Boarding Assistant 住宿助理

Level 级别	Action (include but not limited to) 行为 (包括但不限于)	Possible Consequences 级别	Staff 教职工
Level Four Behaviors 四级行为问题	• Repeated Level 3 misconduct 屡犯三级违规行为 • Sexual assaults inside the school premises 校内性侵犯 • Physical assaults that may lead to physical injuries of schoolmates or staff 可能导致同学或教职员工身体受伤的人身攻击行为 • Causing fires at school or setting school buildings on fire 在校内纵火或放火焚烧校舍 • Unauthorized impersonating of others for any school transactions or forging any school specific documents 未经授权冒充他人进行任何学校交易或伪造任何学校特定文件 • In Possessions or supplying narcotics at school 在学校持有或提供毒品 • Broadcasting or promotion of ideologies or beliefs that are in opposition to the values of the Communist Party of China 传播或宣传与中国共产党的价值观相悖的意识形态或信仰 • Unsafe Behavior, e.g., severe violence or attack Behavior 不安全行为, 如严重的暴力或攻击行为 • Leaving the school without permission 未经许可离开学校 • 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 在校园中、或在学校活动中、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 • Any conducts that damages school reputation 任何有损学校声誉的行为 • Deliberate destruction/damage of other people (public) properties 恣意破坏他人 (或公共) 财产行为 • Other severe violation Behavior, e.g., going to other rooms (boys in girls/girls in boys) 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) • Severe violation of school safety protocols 严重违反学校安全守则	• 5-day suspension with formal hearing 停课 5 天, 举行正式听证会 • Referral to professional counseling or drug treatment program and/or diversion 转诊到专业咨询或戒毒治疗计划和 / 或转送 • Permanent exclusion 永久开除 • Formal meetings with parents, record Behavior in system 与家长正式约谈, 行为上报并记录系统 • School leaders Require parents to educate and discipline at home 要求家长在家进行教育、管教 • Stop boarding – change to day student. Though each case is considered independently, violation at this stage often leads to temporary suspension of boarding. 退出住宿 - 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。	• School leaders 校领导 • Boarding Supervisor 住宿主管 • Homeroom Teacher 班主任

BOARDING MANAGEMENT

住宿管理

BOARDING TEAM 住宿管理团队

- Boarding supervisor: Qualified experienced staff who is in charge of the general coordination of boarding program and communication with parents.

住宿主管：具有住宿管理经验的专业人员，负责住宿项目的总统筹及家校沟通。
- Boarding assistant: Bilingual staff, caring for the academic performance, behavior, emotional and psychological conditions of each boarding student. Daily living care for each boarding student.

住宿助理：双语人员，关注每个住宿生的学业、行为、及情绪心理状况。关注住宿生的生活需求并提供相应的照顾。

DAILY ROUTINE 日常管理

- Curfew check-in: Housing staff will conduct daily curfew check-in at 9:30 PM to ensure student safety.

宵禁点名：每天熄灯前生活老师会定时点名以确保学生和宿舍的安全。
- Rooms checks: Student rooms are expected to be kept clean and tidy, random room checks will be conducted periodically.

宿舍抽查：为了维持学生宿舍内的清洁卫生，我们将对宿舍进行随机抽查。

PARENT COMMUNICATION 家校沟通

During the student boarding period, the boarding assistant will maintain close contact with parents and regularly provide feedback on the student's living conditions at school. If parents need to contact in non-emergency situations, please do so via email or Dingtalk. The boarding assistant will reply as soon as possible during working hours.

在学生住宿期间，住宿助理将和家长保持紧密联系，并定期向家长反馈学生在校的生活情况。家长在非紧急情况下如需联系住宿人员，请通过邮件或钉钉形式。住宿助理将在工作时间尽快回复。

BOARDING PREPARATION AND NOTICE

住宿准备与须知

LIST OF ITEMS PROVIDED BY SCHOOL 学校提供物品清单

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

学校住宿配有家具、部分电器以及卫生工具，例如：

Type 类别	Provided 学校配置
Bedroom 寝室配置	Bed frame 床
	Bed mattress 床垫
	Wardrobe 衣柜
	Desk and chair 书桌椅
Cleaning Tools 卫生保洁用品	Broom & Bucket 扫把 & 畚斗
	Mop 拖把
	Trash bins and trash bags 垃圾桶及垃圾袋

ITEMS TO BRING TO CAMPUS 带到学校的物品

Type 类别	Items 物品
Articles for daily use 生活用品	Watch/Alarm clock 手表 / 闹钟
	Backpack 背包 / 书包
	Clothes 衣物
	Toilet paper and tissue 手纸和面巾纸
	Hand and bath towels 毛巾和浴巾
Personal toiletries 个人洗漱用品	Soap, shampoo, toothbrush, toothpaste, facial cleanser, deodorants. etc. 肥皂、洗发水、牙刷、牙膏、洗面奶、香体剂等
Beddings 床品	If needed, bed size 1m*2m 如需，床铺尺寸：1m*2m



Students should have proper bedding, which they can either bring their own or purchase Sias IS bedding. The following items are contained in the school bedding package:

住宿生应有适当的床上用品，学生可以自带也可从学校购买。学校床上用品包括以物品：

Items 物品	Qty. 数量
Duvet 被子	1
Pillow 枕头	1
Mattress protector 床垫保护罩	1
Sheet 床单	1
Duvet case 被套	1
Pillow case 枕套	1

ASK FOR LEAVE NOTICE

请假须知

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.

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。

END OF SEMESTERS ROUTINE

期末离校

In the last week of each semester, students will be given more time to pack their belongings. Students will finish packing most of their personal belongings into their suitcase or storage box on the last night in the boarding building and take them away on the leaving school day.

After the student leaves school, 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 dorm room and 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 has the right to clear them.

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，并于离校日带走。

学生离校后，住宿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”，并由住宿管理人员清理。

CONTACTS US

联系我们

Should you have any further questions, please contact our boarding staff at 0371-53318353, or email boarding@siasinternationalschool.org.

如您有任何其它疑问，欢迎联系我们的住宿人员，电话 0371-53318353，或发邮件至邮箱 boarding@siasinternationalschool.org。