

DALIAN HUAMEI ACADEMY

大连华美英语学校

Dalian Huamei Academy & Dalian American International School
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In collaboration with the Phoenix Studio at Dalian American International School

BOARDING AT HUAMEI

Respect, Responsibility, and Integrity 尊重·责任·道德

STUDENT/PARENT HANDBOOK

华美住宿学生/家长手册 2021-2022学年



SCHOOL WIDE LEARNER OBJECTIVES

1. Learners will become respectful and trustworthy global citizens that demonstrate strong character through responsible, fair, and caring actions.
2. Learners appreciate the influences of cultures in their interactions with peers.
3. Learners will exhibit resilience, courage, initiative, curiosity and creativity as they pursue personal excellence in intellect and health.
4. Learners will become skilled innovators, critical thinkers, and problem solvers.
5. Learners contribute to the interdependent world around them through inquiry and action.

全校学生学习目标

1. 学生将成为受人尊重和值得信赖的全球公民，通过负责任、公平和关爱的行动表现出强大的品格。
2. 学生在与同龄人的互动中欣赏文化的影响。
3. 学生在追求个人才智和健康方面的卓越的同时，展现出韧性、勇气、主动性、好奇心和创造力。
4. 学生将熟练成为创新者、批判性思考者和问题解决者。
5. 学生通过探究和行动对其周围相互依存的世界做出贡献。

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If you have an Emergency, Call 紧急联络电话



110



119



120

Resident Coordinator Phone Number/生活(管理)老师电话:155 2471 2785

Emergencies

Fire - In the case of a fire, students are advised to call 119 and activate the fire alarm. Students and staff will evacuate the building following the rehearsed fire and emergency procedures.

Medical - If emergency care is needed students are advised to call 120 and immediately call the Resident Coordinator Hotline at 155 2471 2785.

In the event of an emergency situation the Huamei staff may arrange transport of a student to a local medical facility for care.

紧急情况

火灾: 一旦发现火情, 建议学生拨打119电话, 并按压最近的火警报警按钮。生活老师将带领学生按照防火演练的路线逃离宿舍, 启动紧急预案。

医疗救护: 如果紧急需要, 建议学生打120救护电话, 并立即联系生活老师 (155 2471 2785)。

在紧急状态下, 生活老师将会带该学生至当地医院救治。

Welcome to Huamei Boarding 欢迎来到华美住宿生活

The residential boarding program at Huamei is a rich and engaging program designed to foster community, leadership, and academic growth and achievement. Numerous programs are offered to promote health and wellness, intellect, character, respect, responsibility, and global citizenship.

The professional boarding staff team members and staff are all committed to providing a safe, healthy and challenging environment where student's unique interests and talents are nurtured and celebrated.

The Huamei boarding program offers a holistic approach to student learning by providing the following support.

在华美丰富多彩的住宿生活中,我们以促进团体发展、提升领导力、获得学业上的进步和成就为目标。我们还提供多种课程, 确保健康、智力、性格、尊重、责任感和全球公民意识的培养。

专业的生活老师团队致力于打造一个安全、健康且不断提升学生潜能的环境, 进而栽培和开发学生独特的兴趣和天赋。

A structured routine designed to support student responsibility and learning

Guided Study Time (GST) with classroom teachers

A wide range of After School Activities (ASA) to help students pursue their passions and discover new interests

A boarding curriculum program that promotes environmental stewardship and responsibility

A leadership program based on discipline, reflection, cooperative learning, and conflict resolution

Frequent communication with parents and guardians about student progress

华美住宿生活为学生提供一套整体的教导辅助, 完善的日程帮助学生提升责任感和学习能力

课堂老师引导孩子学习

丰富的课后活动能够帮助学生追逐自己的热情和发现新的兴趣

住宿课程帮助提升管理能力和责任感

处理问题的能力、合作学习和解决冲突等领导能力课程

与家长、监护人保持随时的沟通, 以利于孩子的成长

Mission and Vision 使命和愿景

Mission

The Huamei boarding program provides challenging, collaborative and responsive experiences that engage learners in developing intellect, character, and health. At Huamei, every learner achieves personal excellence and contributes to the global community.

Vision

Huamei provides programs that bridge the educational experiences of both international and Chinese national students. We ensure an attractive, well-resourced, and up-to-date educational facility.

Our learning environment fosters academic excellence and enhances students' personal development. We offer opportunities for students to collaborate, thereby developing an appreciation for diverse points of view and respect for each other as unique individuals. Our program expands student horizons and fosters in each student a better understanding of world cultures and citizenship.

Our students and graduates see themselves as global citizens who grow through challenges and are stewards of the world's resources. They are critical thinkers who have a lifelong intrinsic motivation for learning and are prepared to enter high quality educational institutions throughout the world. Most importantly, their community recognizes them as compassionate, ethical, and inspirational.

使命

华美寄宿生活提供激发潜能和团队协作的课程促使学生开发智力、完善性格并获得健康的成长环境。在华美,每个学生将收获个人的成功并为国际发展贡献力量。

愿景

在华美,外籍和中国籍孩子共同学习。我们拥有优秀而且丰富的资源和先进的教育设施。我们的学习氛围能够帮助学生进步并提升个人能力。我们为学生提供的团队合作服务能够使学生从不同的角度去分析问题,并学会尊重个体的差异,进而拓展学生视野,使每个学生更好地了解世界文化和国籍身份。

我们的在校生成和毕业生自我定位为国际公民,不断接受挑战并对世界资源肩负管理责任。他们终生拥有内在的学习动力并准备进入世界各地的高等学府。最重要的是我们的学生会富有同情心、道德心并充满灵性。

Boarding Accommodations and Facilities 住宿设施

Boarding students are accommodated in clean, comfortable rooms on gender separated floors. Returning students that are in good behavioral standing and that have lived with us for more than 1 year have the priority to live with those they wish to live with, within reason. All new students will be randomly distributed according to order of payment.

住宿生将居住在干净舒适的宿舍中,且男女分楼层管理。具有良好住宿表现和住宿时间达一年及以上的住宿生,在合理的请求范围内,与他们希望与之生活的人一起生活。新生入住时,会根据缴费时间的前后随机安排住宿床位。



Campus-wide
WiFi connectivity
校园无线网



Designated
Study areas
指定的学习区域



Supervision
by trained staff
由经过培训的生活老师看管



Fire alarm and
emergency system
火警和应急措施



Security cameras
安全摄像头



Security staff
安保人员



Safe
drinking water
安全的饮用水



Sports facilities
and fitness room
运动设施和健身房



Refrigerators
冰箱



Laundry facilities
洗衣设施



Lounges and
common areas
休息室和公共区



Lock boxes for phones
用于存放手机的安全箱



On-site café
咖啡厅



Food
餐食

While boarding accommodations are set up to make students feel comfortable, students cannot move furniture without prior permission.

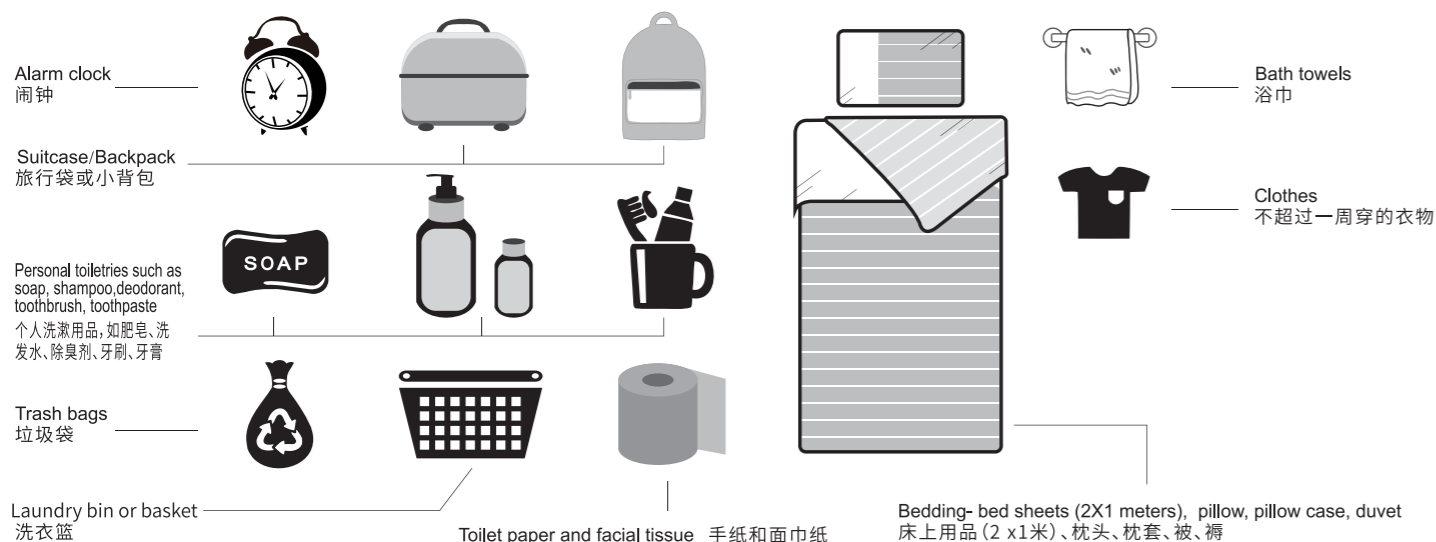
This includes beds, chairs, and etc.

Students may not bring their own furniture, including bedside cabinets, chairs, tables, and etc.

为了让学生住的舒适方便，我们预先对房间进行了布置。因此，学生未经允许不得私自移动宿舍内任何的家具摆设，包括床和椅子等。

学生不能带小家具，包括床旁柜、椅子，桌子等

Items to Bring to Campus 带到学校的物品



Restricted Items 禁带物品

These items are not allowed in the dormitory because they pose a risk to student health or safety, are a fire risk, or due to extreme electrical use:

- Refrigerator
- Kettle or Hot Pot
- Knife
- Clothes Iron
- Rice Cooker
- Pointed Scissor
- Electric Fan
- Electric Heater
- Toaster
- Hair Curlers/Straighteners
- Multi-outlets without on/off switch and surge protectors.
- Cooking Devices (Rice cooker, egg boiler, and etc.)
- Power bank (Not reputable brand name power bank, over 160Wh, improper labelling)
- Electronics with Frayed Electrical Cords

Students are reminded to unplug their electronic devices while not in use.

Other items not allowed include:

- Lighter or Matches
- Weapons or dangerous items

* All restricted items will only be given back to parent or legal guardian. If item is not picked up by the end of the year, all items will either be destroyed or recycled.

由于以下物品对在校住宿生的健康及安全存在隐患，例如火灾风险或因用电量过大而造成的危险，因此学校严格禁止学生携带到宿舍里。

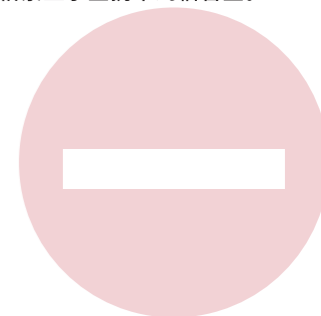
- 冰箱
- 电熨斗、挂烫机
- 电饭锅
- 电风扇
- 电暖器
- 烤面包机
- 没有开关和大功率保护装置的多孔插排
- 烹饪工具 (电饭煲, 煮蛋器等)
- 充电宝 (不知名品牌的充电宝、超过160瓦或标签错误)
- 电线磨损的电子产品

提醒学生在不使用电子设备时拔掉充电电源并关闭电源

其它不被允许的物品包括:

- 火柴和打火机
- 危险品 (像武器)

*所有的禁带物品只会返还给学生父母或法定监护人，如果物品在年末未被取走，所有的物品会销毁或者回收。



Optional Items 经批准后方可带的物品

The dormitory room will be the students' home for many months of the year and students are advised to bring additional items to make their room feel more comfortable.

These Include:

- A small folding table no larger than 65 x 50 (An application is required prior to bringing them to school. It must be folded and put away after each use or will risk being confiscated.)

- Books and magazines - Personal electronic devices - Stuffed toys -Yoga mat

由于大多数时间宿舍将会成为学生的家，所以学生可以带一些额外的物品让他们的房间更加舒适。

其中包括：

-小的折叠式学习桌，尺寸不能超过 65 x 50cm （在将桌子带到学校前，需要先提交申请；每次使用后必须折叠并收好，否则会有被没收的风险。）

-书籍和杂志 -个人电子设备 -毛绒玩具 -瑜伽垫

Valuable Items 贵重物品

Expensive personal items should not be brought to Huamei.

Large amounts of cash are unnecessary and should not be brought to campus. Students should have no more than 300 RMB cash in their possession.

We assume no liability for lost, stolen, damaged or misplaced items and are not responsible for extensive searching for missing articles.

请不要将贵重的私人物品带到学校。

严禁带大量的现金来学校。学生的现金量不应该超过人民币300元。

我们不承担物品的丢失、被盗、损坏及找寻的责任。

No Pets Allowed 不准携带宠物

Absolutely no pets allowed. If a pet is brought in the dormitory, parents will be contacted and the pet will be taken home by the parents. If parents cannot come on that day, the pet will be put in the office, another room, or be taken to a pet store so that parents can later pick up the pet.

绝对不允许携带宠物。 如果发现学生在宿舍内饲养宠物，将与父母联系，父母将宠物带回家。 如果父母当天不能来，宠物将被放在在办公室或其他房间或被带到宠物商店，以便父母可以随后领取宠物。

Daily Routine 日程

7:15am – Wake up

7:45am – 8:30am Breakfast at the Bilingual School Cafeteria (Clean room, be ready for school)

8:30am – Food service will stop and students will depart for school.

8:45am – 3:45pm – Academic School Day (During the school day, students are not allowed to return to the dormitory)

4:00pm – 5:00pm - After School Activities (ASA)

4:45pm – 5:30pm – Dinner at the Bilingual School Cafeteria (Dormitory opens after 5:20 pm)

6:00pm – 8:00pm – Guided Study Time (GST). 12th Graders who are qualified for Independent Study Time do not need to go to GST.

8:00pm – 8:45pm – Snack Time in the Bilingual School Cafe

8:00pm – 9:45pm – Independent study, exercise, dorm room clean-up, and preparation for the following day (Return to the dorm by 9:30pm)

9:45pm – Quiet time begins (Return to own floor)

10:00pm – Electronics must be turned in at the designated time given by dormitory teacher. Failure to turn in electronics on time will result in confiscation or other consequences.

10:30pm – Lights out and Curfew

早上7:15 起床

早上7:45 – 8:30 早餐（双语学校，卫生整理，离开寝室和餐厅）

早上8:30 学生前往学校上课。为了确保学生准时抵达教室上课，我们将在早上8:30停止供餐服务。

上午8:45 – 下午3:45 上课（上课期间，学生不能回宿舍）

下午4:00 – 下午5:00 课后活动课 (ASA)

下午4:45 – 下午5:30 晚餐（双语咖啡厅，5: 20以后宿舍开放。）

晚上6:00 – 晚上8:00 指导学习时间 (GST).具有独立学习资格的十二年级学生，不需要参加 GST。

晚上8:00 – 晚上8:45 夜宵（双语学校）

晚上8:00 – 晚上9:45 独立学习，锻炼，寝室清扫，准备第二天（9: 30回到宿舍楼）

晚上9:45 开始寝室安静时间（回自己所在楼层）

晚上10:00 电子产品必须按时在宿舍老师指定的时间上交。没有按时上交的电子产品会被没收或有其它后果。

晚上10:30 熄灯和宵禁



After School Activities (ASA) 课后活动

Boarding students from grade 7-11 are required to participate in the After School Activities program. A rich and diverse offering of activities is facilitated by teachers and staff members four days per week, Monday through Thursday, in 8 week blocks.

7 - 11年級的住宿生要求必須參加學校老師或生活老師指導的課後活動。周一到周四每周四天，共三期，每期持續八周。

Guided Study Time (GST) 指导学习时间

In order to help students be successful academically, resident students have a mandatory two-hour Guided Study Time from 6pm-8pm Monday through Thursday. Students receive supervision and assistance from classroom teachers on course content as well as study skills and productive habits. Students are also given English skill development workshops. In order to be prepared for English-language university, students are expected to study beyond the 2 hour GST study time. Boarding students in grade 7 – 11 are required to participate nightly in GST. Boarding students in grade 12 not in good academic standing will also need to attend GST and the GST Fee will be charged. Grade 12 students in good academic standing are not required to attend GST but will be expected to study independently during this time. Grade 12 students studying independently who earn either 1-D or 1-F will be required to attend GST and the GST fee will be charged. Academic standing will be evaluated at the end of each quarter.

GST Rules:

- No phones, unless the teacher has permitted their use for music and homework
- No social media such as QQ, Wechat, and etc., unless students have a valid reason to use them and have been given temporary permission to use them. Items will be confiscated if students misuse their technology.
- Students must follow the instructions of all Teachers and RCs.
- Students must keep the volume down during GST time.
- Students must ask for permission before leaving the room or doing anything that would disrupt their study.

为了保证学生的学习成绩，住宿生周一到周四每天晚上六点到八点有两个小时的强制指导学习时间。学生会受到监督并有老师指导课程内容、学习技能和培养效率，也让生生参与英语技能开发与研讨。为升入国外大学做最充分的准备，除了GST学习时间外，学生应该充分利用课余时间自主学习。7-11年級的住宿生必須參加GST。成績不合格的12年級住宿生也需要參加GST并支付該費用。成績優良的12年級學生可以獨立學習而不需要參加GST。成績中有一個D或者一個F的12年級的學生屬於未達標，因此必須參加GST并且被收取費用。學校會在每個季度對學生成績進行評估。

GST 规定:

- 学生不得使用手机，除非课堂老师允许用手机协助完成作业或聆听音乐。
- 学生不能使用社交软件，包括但不限于QQ和微信等。除非学生有正当理由且在得到老师允许后才能短暂使用。如果发现学生违反此项规定，其电子产品将会被没收。
- 学生必须遵从所有课堂老师和生活老师的指示。
- 学生交谈时应降低音量。
- 学生必须要得到老师的允许才能离开教室或做任何会打断学习的事情。

Food and Dining at Huamei 华美的餐食

Boarding students are on a pre-paid dining plan. Snacks are already included for dormitory students. Attendance at breakfast and dinner is compulsory for all students. Absolutely no takeout.* (It will be confiscated)

All meals, home cooked or café prepared, must be consumed at the Bilingual School Café or Dormitory Common Area. Students may use the dormitory microwaves at appropriate times to heat up meals brought from home.

Café takeout food or snacks cannot be eaten in substitution for regular school meals.

*7 day boarders may order takeout food beginning Friday 16:30-20:00, on Saturday 08:00-20:00 and on Sunday 17:00 (All takeout food on Sunday must be finished by 19:00).

Parents and students are urged to consider health and wellness and avoid purchasing and consuming food that is high in sugar and caffeine.

住宿生需預付餐費，所有學生必須出席早餐和晚餐。學校嚴格禁止學生訂外賣*。(外帶食物會被沒收)

所有的餐食(包括從家帶的食物或者咖啡廳準備的)必須在雙語食堂或者宿舍公共區用畢。學生可以在指定的時間使用宿舍的微波爐加熱從家帶的食物。咖啡廳的外帶食物或零食不能代替學生正餐。

*七天住宿生可以在下列時間內訂外賣:周五16:30-20:00; 周六08:00-20:00; 周日8:00-17:00(所有外賣必須在周日19:00前吃完)。

家長和學生應注意飲食的安全和健康，避免購買含糖量和含咖啡因量過高的食物。

Hungry Scholar Café Account 咖啡厅用餐帐户

Parents may deposit money into their children’s accounts at the Financial Office for the purchase of snacks and food items. Should there be questions regarding the account, parents may contact the Finance Office.

家长可以把钱预存到财务室的学生帐户内，以用于购买零食或餐点。关于学生帐户相关信息，请家长联系财务办公室。

Community Service Initiatives 社区服务

The participation of community service is important for the student life program. Huamei students will work on a wide range of service projects and activities that will challenge them through healthy risk taking and promote the school’s commitment to the local community and environment.

参加社区服务对于住宿生活来说是很重要的一部分。华美学生会参与多种服务项目和活动，以达到充实自我的目的，从而向周围地区传达我校的服务理念。

Medication 药物治疗

All medications, including prescribed and over-the-counter drugs, must be brought into the Student Life Office for safe storage and approval. All medications must be labeled with the student name and complete dosage information. Medication will be dispensed by the staff. Students are not to self-carry any 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放到学生生活办公室妥善保管。只有在护士的监护下学生才能服药。

Health Office 医务室

Huamei has a fully-equipped medical office on site, which is staffed by qualified medical professionals. Students needing medical care during the school day must receive permission from a teacher to go to the health office. Students who need medical attention outside of the school day will contact the Residential Coordinator Hotline at 155 2471 2785.

华美拥有设施齐全的医务室，由合格的医务人员负责。学生如果在学校上课期间感到不适，必须得到老师的批准方可去医务室。如果学生在放学后需要任何医护帮助，可以前往宿舍医务室（电话15524712785）。

Medical Records 医疗记录

Complete medical records and history must be provided to the Admission Office prior to student arrival at school.

在学生入学时，学生的完整病史记录应报告给招生办公室。

Personal Hygiene 个人卫生

It is very important to practice personal hygiene for the sake of personal and public health. All dormitory students are expected to:

- Shower at least once every other day.
- Wash hands regularly, especially after the use of the bathroom and before meals.
- Brush teeth in the morning and at night on a daily basis.
- Launder underclothes and socks after each use and all other clothing items after two uses.
- Participate in cleaning the dorm room, common areas and personal space following the schedule provided by the Student Life staff.
- The dormitory teacher will check the hygiene of the student’s room every day in accordance with the dormitory hygiene standards.

保持个人卫生对于自己和公众的健康是非常有必要的。为了实践这一点，学生必须做到：

- 至少两天一冲澡
- 每天至少早晚各刷牙一次
- 根据生活老师提供的值日表清扫寝室、公共区和个人空间
- 有规律的洗手，尤其是吃饭前和去过洗手间之后
- 内衣和袜子穿过后就清洗，其他衣服穿两次后清洗
- 生活老师会按照宿舍卫生标准每天对学生房间卫生进行检查。

Laundry 洗衣房

Washers and dryers are available for boarding students to use. Students are asked to consider their impact on the environment and refrain from doing laundry loads with less than five pieces. Huamei is not responsible for any articles lost or missing in the laundry facilities.

住宿生可以使用洗衣机和烘干机。考虑对环境的影响，请一次清洗不少于五件的衣物。

华美对于在洗衣房丢失的学生物品概不负责。

Dormitory Maintenance 宿舍维修

The Huamei boarding program maintains a clean, modern facility. If maintenance issues arise, students are requested to submit a maintenance request form to a Resident Coordinator.

If school property is damaged or broken, students must report the incident to the Student Life staff as soon as possible, even if the damage occurred accidentally. Charges may apply for replacement or repair of the broken item.

华美宿舍要求保持干净的环境并维护现代化的设施。如果出现问题需要维修，学生应向生活老师提交一份维修申请。

如果发现或造成学校的设备设施损坏，即使是无意造成的，学生必须第一时间报告给生活老师并有可能需要承担维修产生的费用。

Policy Disclaimer 条例说明

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Huamei policies. Statements in this handbook are subject to amendment without notice. Huamei will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances and in the interest of student safety.

Furthermore, the boarding handbook has been prepared in both English and Chinese. In the event of any inconsistency, the English version will supersede the Chinese version.

While students are under our care we serve as their legal guardian (in loco parentis).

Students and parents have the responsibility and obligation to understand the school rules, abide by the rules and bear the consequences of any violations.

*in loco parentis is defined as in the place of a parent and refers to the legal functions and responsibilities of a parent.

手册中所列举的规定条例只是一个大纲，不应该被视为华美唯一及所有的规定。

声明：本手册如有修改，恕不另行通知。一旦出现更改，华美将努力尽快通知父母/监护人。当不可预见的情况发生且关系到学生安全时，相关规定将会作出相应的调整和变动并立即实施。

此外，宿舍手册使用英文和中文两种语言。当表达的信息出现差异时，我们将以英文版的信息为准。

当学生在我们的照顾下，我们担当学生们的法定监护人（替代父母）。

学生和家長有责任和义务主动了解学校规则，遵守规则并承担违规的后果。

*法定监护人或代替父母被定义为身居父母地位，并能行使父母在法律上的职责和责任。

Dorm Checks 宿舍抽查

In order to maintain a safe and hygienic environment in the dormitory, as well as, making sure we are in compliance with fire safety and school policies, we practice random spot inspections of student's hygiene of the room and everything inside the room. This helps ensure the personal safety of the students and the safety of the dormitory.

为了维持一个安全、卫生的宿舍环境 以及，确保我们遵守消防安全和学校政策，我们将对学生的房间的卫生及房间内的所有物品进行随机抽查。这么做可以保证学生人身安全和宿舍安全。

Student Rights 学生权利

Each student has the right to:

- A safe, secure and peaceful environment
- A challenging and supportive academic program
- A voice in the boarding school community
- Live in a community where harassment and bullying is not tolerated
- Develop themselves personally and interpersonally
- Be risk takers and leaders

每个学生有权：

- 居住在安静安全的环境
- 在教师的帮助下学习更深层次的课程
- 在住宿团队中发表看法
- 不受到骚扰和欺凌
- 提升自己 and 人际交往能力
- 成为一名领导者

Student Responsibilities 学生的责任

As members of the school community each student has the responsibility to support the school's core values of integrity, responsibility and respect.



- We respect others, including all staff and students.
- We consider each other's feelings in what we say and how we behave.
- We are polite and use good manners with one another.
- We care for our environment and respect one another's property.
- We value our character and academic achievements.
- We help one another.
- We are positive and appreciative of what we have.
- We work hard to be successful.
- We conduct ourselves in an exceptional manner worthy of respect.
- We do the best we can at all times.

作为学校的成员，每个学生有责任支持学校的核心价值观 – 道德、责任和尊重

- 我们尊重他人，包括所有教职员工和学生
- 我们在言语和行动中考虑他人感受
- 我们礼貌待人
- 我们关心我们的环境、尊重彼此的物品
- 我们重视我们的品格和学业成就
- 我们相互帮助
- 我们积极乐观，珍惜我们所拥有的
- 我们为了取得成功而努力学习
- 我们以一种高尚的方式呈现自己而赢得尊重
- 我们在任何时候都只做最好的自己



Accommodation Policies 住宿条例

No boarders will be allowed to leave the school campus between Sunday check-in and Friday check-out unless a family member or legal guardian comes personally to check them out.

5-day boarders are not permitted to stay in the dormitory over the weekend.

Students departing campus on Friday are responsible for providing their own transportation. Students leaving for the weekend must do so between 3:45pm-6:00pm.

5 day boarders must return to campus no later than 9:00pm on Sunday or the day prior to classes in the case of a holiday

*5-day boarders who apply to stay in the dormitory over the weekend for SAT or a school sanctioned activity with a sponsor will be charged a fee and agree to a weekend stay contract in order to be eligible to stay.

7-Day Boarders

The weekend program's purpose is to provide a balanced-enriching experience for the seven-day boarding students (nature, economics, society, and well-being). Multiple activities will be planned to provide students the opportunity to address each point of the sustainability compass.

7-day boarders are given options each weekend for activities. 7 day boarders would not be able to check out during the weekend without approved supervision. A parent phone call is not sufficient to release a student. (Students may attend music, tutoring, and TOEFL or SAT classes, but the parents must provide documentation to the dorm staff with actual times of the sessions.)

*If you are a 7-day student, please look at the 7-day contract.

在周日签到到周五签出这段时间，所有学生不允许离开校园。期间签出需要家长和法定监护人亲自来接。

5天寄宿生

5天寄宿生周末不允许住校。

学生在周五离开校园时请安排自己的交通工具。学生必须在周五下午3点45至6点之间离校。

5天住校生必须在周日晚上9点前或假期开学前一天的晚上9点前回到校园。

申请周末住在宿舍参加SAT或者学校批准的活动的五天住校生将被收取费用，并同意签定宿舍周末的住宿合同，才能获得留下来的资格。

7天寄宿生

周末项目旨在为七天住校生提供四个主要方面（大自然，经济，社会和健康）的丰富学习经验。因此，每个周末我们会安排各种活动供学生选择。

7天住校生每周末有不同的活动选择。孩子在没有批准的情况下周末不能签出。家长的请假电话不能构成孩子不参加活动的理由。如果学生因为参加音乐课、辅导课、托福或SAT课程而请假，家长必须向生活老师提供实际上课的相关信息（老师联系方式、上课具体时间地点等）。

* 具体规则请参看7天住校生协议。

Holiday Accommodations 假期住宿

All boarding students are required to leave the dormitories for extended holidays and national holidays* and should return at 5:00pm on the day prior to the resuming of academic class. All boarding students must leave the dormitory by 6:00pm on the evening of the school day in which the holiday begins.

The dormitories will be closed during the Fall Break, Winter Break, Spring Festival and Spring Break. For specific dates, refer to the school's announcement.

*7 day students can stay for short holidays.

凡是遇到连续三天以上的长假或任何法定假日,包括中秋节,清明节,五一劳动节,端午节,所有住宿生都必须回家*。学生必须在假期开始当天晚上6点前离校,并在上课前一天的下午5点后返校,为第二天的课程做准备。

以下的假期,宿舍不开放:秋假、寒假、春节、春假。(具体日期以学校公布为准)

*七天住宿学生在短期节假日内可以住校。

Boarding Roll Calls 寄宿点名

Roll calls are taken regularly by staff members in order to account for students and to ensure their safety. Roll call is taken at breakfast, After School Activities (ASA), dinner, Guided Study Time (GST), and lights out.

Tardiness or absence from roll call constitutes a serious offense and will result in consequences that may include suspension or expulsion.

生活老师会定时点名以确保学生的安全。

点名时间为早餐、课后活动时间、晚餐、指导学习时间和熄灯时间。

上课点名或是宿舍点名迟到或缺席属于违规行为,将会受到惩罚,当中可能包括停课或开除的后果。

Tobacco, E-Cigarette, Inhalant, Drug, and Alcohol Policy 烟草,电子烟,吸入剂,药物和酒精政策

Students will not have any tobacco, e-cigarettes, inhalants, drugs, alcohol products, and any other mind-altering substances in their possession, on school property, at any school activity, or on school buses. The sale of, solicitation of, or distribution of tobacco, e-cigarette, inhalant, alcohol, and/or mind-altering substances will result in suspension or expulsion. Any student under the influence of, in possession of, or soliciting for use or sale of drugs, drug paraphernalia and inhalants, or alcohol will face immediate long-term suspension or expulsion.

学生在校内、任何学校设施中、任何学校活动中或校车內严禁任何烟草,电子烟,吸入剂,药物,酒精产品以及任何影响或改变精神状态的药物。销售、征集或者分发任何烟草,电子烟,吸入剂,药物,酒精产品以及任何影响或改变精神状态的药物将导致停课或者开除。一旦发现持有、使用或出售上述违禁品的学生,该学生将面临长期停课或开除的后果。



No Drugs
严禁毒品



No Alcohol
严禁酒精



No Tobacco
严禁烟草

Reassessment Policy 重新评估(补考)条例

Huamei firmly believes in allowing students the opportunity for reassessment. In order to qualify for reassessment, a student must demonstrate adequate preparation, personal responsibility and reflection. Every student has the opportunity to request reassessment within three days of the original assessment. This policy applies only to summative assignments and does not include mid-term and final exams. The teacher has full discretion in the reassessment. Parents and students are encouraged to familiarize themselves with the complete Huamei Reassessment Policy.

华美坚信学生有重新评估(补考)的机会。为了有资格参加重新评估(补考),学生必须展现充分的准备、个人责任感和反思的态度。每个学生都有机会在最初评估的三天内申请重新评估(补考)。这项规定只适用于总结性作业上,不包括期中考试和期末考试。教师在重新评估(补考)中有完全的裁量权。我们鼓励家长和学生详细阅读华美对于重新评估(补考)的完整规定。

Electronics and Internet Acceptable Use Policy 电子产品和互联网使用条例

Each dormitory student can only have one registered phone with a working sim card. The phone model and phone number will be registered at dormitory office. When a student gets a new phone he/she must go to the dormitory front office to unregister the old phone and register the new phone. Any additional phones will be confiscated. No electronic games (Electronics will be confiscated) *

*Electronic games are allowed only after school on Friday and during the weekends up to 8:00 pm on Sunday

住宿生只允许携带一部插有Sim卡的可正常使用的手机。手机型号和号码会登记在宿舍办公室。学生换新手机后必须到宿舍前厅办公室注销旧手机信息,同时注册新手机信息。任何未注册的手机一经发现均会被没收。不能使用电子产品玩游戏(电子产品会被没收)*

*周五放学后及周末在周日晚上8点之前可以合理利用时间玩电子游戏

Damaged or Destroyed Property Policy 损坏或损毁财产条例

Any student who damages or destroys school property or the property of another individual may be responsible for financial fines to repair or replace the damaged item(s), regardless of the circumstances.

Students are encouraged to report property damage to a Resident Coordinator for a prompt inquiry and resolution. Parents will be notified. Honesty and self-reporting is valued by the school. Failure to report any damages to property belonging to the school may be considered as vandalism and thus result in serious consequences.

无论什么情况,学生损坏或毁损学校财产或他人财产应支付赔偿金以用来修复或更换被损坏的物品。学校鼓励学生一旦有事情发生,请及时与生活老师沟通以便于校方调查与解决,学生父母则会接到学校的通知。隐瞒不报告财产损失可能会被视为蓄意破坏而导致更严重的处罚后果。

Clothing and Dress Code 服装和着装

Students should wear appropriate clothes to school. Clothing items that are distracting or disruptive to the learning environment are not allowed. Under these guidelines, Huamei allows no clothing that promotes or glorifies the use of alcohol, drugs, tobacco, violence, profanity, or illegal substances or actions; no clothing with suggestive sexual messages or graphics; no clothing that demeans, ridicules, or harasses individuals or groups of people.

Clothing worn to school should be conducive to learning; therefore, students should wear no excessively revealing clothing; no sleepwear or beachwear; no hats, caps, hoods over the head, or sunglasses inside the school buildings.

学生应该穿适合的服装去上学。不允许穿著干扰或破坏学习环境的服装。不允许衣服上出现或表现出美化酒精、毒品、烟草、暴力、脏话、非法物质或行动的内容。不允许衣服上出现性暗示的信息或图形。不允许衣服上出现贬低、嘲笑或骚扰的内容。

穿着到学校的服装应利于学习,因此学生在学校内应穿着不过分暴露的服装,不可穿着睡衣或海滩装,不可戴帽子、头罩或太阳镜。

Electricity Use Policy 用电条例

All boarders are asked to practice environmental stewardship by turning off the lights and A.C. when no one is in the room. Electronic devices that are not in use must be unplugged. In the event of extreme misuse of electricity, a student may face disciplinary action and parents may incur a monetary fine. At the designated time every evening, power will be turned off. Misuse of electrical devices and/or the presence of banned items will result in confiscation and may not be returned.

学校要求所有住宿生在不使用或充完后拔掉电源插头。学生必须做到离开房间以前关闭所有电源及空调等用电设施。滥用电力将面临纪律处分或罚款。如果学生所在宿舍的用电量超出一定标准，我们要求学生支付超出的用电费用。宿舍每晚会在指定的时间集中断电。滥用电器设备和/或存在违禁物品将被没收，并且可能不会被退回。

Academic Honesty and Integrity Policy 学业作假的条例

To ensure students adhere, follow, and be representative of our school's mission statement and school wide learning goals, Huamei requires all students to refrain from plagiarism, cheating, and dishonesty in academic work. The participation of plagiarism and/or cheating demonstrates a lack of integrity and honesty, and goes against the Huamei Mission Statement and School Wide Learning Goals. Academic dishonesty will result in disciplinary consequences including suspension and expulsion for repeat offenders.

为确保学生坚持、跟随、代表我们学校的使命和总体学习目标，华美要求所有学生不得有抄袭、欺骗和不诚实的学业行为。抄袭、作弊或缺乏诚信的表现严重违反华美在学业方面的相关规定。学业作假的学生将会被停课或开除。

Common Area Usage Policy 公共区域使用条例

The cleaning and upkeep of dormitory common areas is the responsibility of all boarders. Huamei students are expected to follow the cleaning schedule and expectations set forth by the Residence Life staff. Refrigerators are available for student use. Students are allowed to bring one week's worth of perishable food items. Refrigerator privileges may be revoked due to a student's lack of cleanliness or respect. Snacks may only be consumed in the common areas and students must practice Leave No Trace (LNT) by cleaning up personal trash.

所有住宿生有责任对宿舍公共区域的清洁和保养负责。华美学生应做到生活老师提出的规定与要求。公共区域的冰箱可供学生使用。学生可以带一周量的食品存放在冰箱内。一旦学生没达到清洁标准，则将被取消使用冰箱的资格。零食只能在公共区域食用且不能留下任何垃圾 (LNT)。

Weapons and Dangerous Items Policy 凶器和危险物品的条例

No student should possess, use, or distribute weapons when on the DAIS campus, school bus, or other school sponsored event. A “weapon” is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. A “look-alike” or any other object that is a facsimile of a real weapon shall be treated as a “weapon.” A student who finds a weapon on the way to school or on the school campus, or discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the head of school's or principal's office shall not be considered to possess a weapon. For violation of the policy, students will be suspended and/or expelled.

在学校时、校车或其他学校活动中，学生不应该持有、使用或分发凶器。“武器”包括作为凶器使用的设备或仪器或通过其使用能够威胁或造成人身伤害的物品。真正的武器、模型及“类似的”物品都应被视为“武器”。学生在去学校的路上或在校园内拾获武器或发现自己意外拥有武器，且立即把武器上交学校负责人或校长办公室人员将不被视为拥有武器。违反该条例，学生将被停课或开除。

Unacceptable Behavior 不可接受的行为

- Use of tobacco, alcohol, drugs, and mind-altering substances
- Fighting or causing physical harm to others
- Threatening or aggressive behaviour
- Sexual harrasment
- Vandalism and/or destruction of school property
- Possession of weapons or dangerous objects
- Theft of property
- Repeated opposition to authority and direction
- Bullying and cyber bullying
- Horseplay or unsafe behavior
- Leaving the school without permission
- Plagiarism, collusion and/or any other forms of cheating
- Violation of the Technology Acceptable Use Policy
- Entering opposite gender dormitory rooms
- Use of vulgar or inappropriate language
- Any conduct detrimental to the reputation of the school community
- Students living on their own without proper supervision
- Public display of affection (exclude holding hands). There should be no overly intimate behavior, including sexual behavior on campus.

- 使用烟草、毒品、酒精和其他任何会影响或改变精神状况的药物
- 打斗或造成他人身体伤害
- 威胁或攻击行为
- 性骚扰
- 破坏学校的公共设施或财产行为
- 持有凶器或危险物品
- 盗窃财物
- 反复对抗权威和指导
- 欺凌或在网络上欺负他人

- 恶作剧或危害安全的行为
- 未经允许离开学校
- 剽窃、共谋或其他任何形式的作弊
- 违反网络使用条例
- 违规进入异性宿舍房间
- 使用粗俗或不恰当的语言
- 任何损害学校声誉的行为
- 在没有父母或法定监护人的情况下独自居住在学校外
- 在校内与他人有过分肌肤接触（除了牵手）在学校区域内不能有过于亲密的行为，甚至是性行为。

Withdrawal and Refund Schedule 退费规定

We do not condone students to live alone off campus. For the safety of your child, a student needs to live with at least one parent or someone with authority over the student at all times. If a family wishes to withdraw their child from the dormitory, a Dormitory Withdrawal Form needs to be filled out at the Admissions Office. A mandatory meeting is required with the school administration and dormitory supervisor to make sure students will not be living alone and will be provided and cared for by a parent or legal guardian.

For withdrawal during the school year, a 30-calendar day written notification to Admissions Office and the Dormitory Supervisor is required in writing. Also, a mandatory meeting is required. Failure to do so will result in loss of any tuition refund. In the case of expulsion from School or Dormitory due to violation of school regulations, Tuition and/or Dormitory Fees are non-refundable. For parents who have paid the full year's tuition in one payment, please refer to the following tuition refund schedule.

我们严格禁止学生独自住在校外。为了确保学生安全，学生必须与其家长或法定监护人共同居住。如果学生想要退宿，学生家长需前往招生办公室填写退宿申请表，在与学校和宿舍主管面谈确定学生将不是独自在外生活并会有家长或法定监护人监督照顾后，才能正式办理退宿。如需退学，请提前至少30天书面通知招生办公室并与学校会晤，否则学校将不退还任何费用。如因违反学校规定被勒令退学、退宿的学生，学费和住宿费用不予退还。对于选择一次性付款并已支付全额学费的学生，我们将根据下列日期进行退款。

Date of Withdrawal	Tuition Refund
Within 3 calendar days from the beginning of the school year	100% of the tuition will be refunded with all unpaid fees deducted.
After 3 calendar days from the beginning of the school year	Refund will be calculated based on the following month of the child's last school day with all unpaid fees deducted.

退学日期	学费的返还
从本学年开始 3 天以内(含 3 天)	学费 100%返还,但需要减除应付未付的费用
从本学年开始第 4 天起	从退学下月按月记退,但需减除应付未付的费用

*The refund period will be adjusted according to the newest school calendar. *退费的时间会按照最新的校历有所调整。

Fee Refunds 费用退还

Bus Transportation Fee Refund: A minimum of a 30-day written notice to the Business Office is required for cancelling bus transportation. Without such notice, families are subject to an additional month of bus transportation fee. Students who paid in full and decided to cancel the weekend bus transportation on or before January 14, 2022 will receive a refund of RMB 2,500 (Dalian route), or RMB 1,500 (DDA route). There will be no refund after January 14, 2022.

Dormitory Fee Refund: A 30-day written notice to the Dormitory Director and the Secondary Office is required for dormitory cancellation. Requests need to be approved by the Secondary School Principal. Dormitory fee will be charged on a monthly basis. Refund will be calculated based on the dormitory cancellation date plus an additional month of the dormitory fee.

Meal Fee Refund: Meal fees are prorated and refundable based on the student's dormitory cancellation date.

车费退还: 有意愿取消坐校车的学生需至少提前 30 天书面通知学校。否则,学生需多支付一个月的交通费。已付清全年周末往返班车费的, 2022 年 1 月 14 日及以前取消坐校车的, 大连路线可退还 RMB 2,500, 开发区路线可退还RMB 1,500; 2022 年 1 月 14 日以后取消周末班车的学生, 车费不予退还。

住宿费退还: 申请退宿必须至少提前 30 天以书面形式通知宿舍主管及中学办公室, 经校长审批通过后方可办理退宿。学年中途退宿, 住宿费按月计算, 退费按实际住宿时间+1 个月(按月) 记退。

住宿生早晚餐费退还: 学生提前退学或退宿, 可退还从退学或退宿之日起计算的住宿生早晚餐费。

Huamei Boarding Progression of Discipline Procedures

LEVEL and DESCRIPTOR	PROCEDURES		STUDENT BEHAVIOR EXAMPLES
Level 1 Low-level disruption in dormitory. Addressed on site.	Who	Teacher involved	Poor representation of the school Disrupting others in class Inappropriate use of Independent Study Time Inappropriate behavior Going into others' rooms without permission from the teacher. Pattern of not following teacher's instructions Being disrespectful or defiant to others Swearing or inappropriate language Misuse of electricity or hot water Tardiness (Includes late to and from dorms, to classes, ASA, GST, and etc.) Inappropriate technology use Inappropriate clothing in dorm Violation of telephone usage and inappropriate technology usages such as games PDA Misuse of social media Teasing Buying outside food Curfew Violation Other similar behavior.
	Communication	Teacher to student in one-to-one conversation Teacher to parent via email or phone call	
	Consequences may be, but are not limited to:	Apology letter/written reflection to teacher Discussion/Detention Community Service Possible Parent Contact	
	Follow up	Notify Boarding Director, if appropriate Academic dishonesty always results in notification	
	Record keeping	Documentation on shared minor discipline file	
Level 2 Repeated low-level disruption, a more significant single offense or a significant after school offense.	Who	Boarding Director, Assistant Principal	Repeated offense of above Academic dishonesty Aggressive behavior/frequent horseplay Repeated or significant poor representation of school Repeated or significant inappropriate technology use Skipping of ASA/GST Not reporting accidental damage of school property.(first offense) Repeated PDA Repeated Tardiness Repeated Curfew Violation Other similar incidents
	Communication	Boarding Director to parents	
	Consequences may be, but are not limited to:	Phone call to parents (Probable) Apology letter/written reflection Community Service Meeting with parents Discussion/Detention Half day in-boarding suspension Referred to National Honor Society Board, if appropriate	
	Follow up	Possible recommendation to school counselor Possible referral to Student Intervention Team Process Increased monitoring of student behavior by Teachers and Boarding Director	
	Record keeping	Documentation on shared minor discipline file	

LEVEL and DESCRIPTOR	PROCEDURES		STUDENT BEHAVIOR EXAMPLES
Level 3 Serious infringements of student expectations	Who	Boarding Director, Assistant Principal	Repeated offense of above Alcohol, tobacco, drugs, or mind-altering substances related offense Repeated/severe academic dishonesty Serious or repeated poor representation of school Breakeage of Student Expectations on a School Weekend Agreement Serious or repeated aggressive behavior Bullying Use of technology to hurt, offend or shame Willful destruction of property Destruction or willful tampering of safety equipment Theft Serious breaches of the school B.Y.O.T. Guidelines and expectations Leaving campus without permission Second occurrence of deliberately skipping class Other similar serious incidents
	Communication	Boarding Director, Assistant Principal or Principal meet with parents and student	
	Consequences may be, but are not limited to:	Phone call to parents (always) Meeting with parents (always) Full day in-school suspension Full day out-of-school suspension Multi-day out-of-school suspension Free time privilege revoked Removal from dorm council Removal from the dormitory for at least 9 weeks Suggest removal from Student Government office or other leadership positions	
	Follow up	Counseling Student Behavior Contract Probable referral to Student Intervention Team Community Service: Café, Common areas, and etc.	
	Record keeping	Permanent records of behavior contract and other documentation to be filed in student folder	
	Level 4 Extreme infringements of student expectations	Who	
Communication		Head of School, or Head of School's delegate, to parents Head of School, or Head of School's delegate, to Management Board for consideration of expulsion	
Consequences may be, but are not limited to:		Community Service Meeting with parents (always) All of Level 3 possible consequences as well as recommendation for expulsion	
Follow up		Counseling as appropriate Elevated accountability on Academic/Behavioral Contract, further incidents will result in expulsion	
Record keeping		Permanent records of behavior contract and other documentation to be filed in student folder	

华美住宿生违纪表及相应处理方案

等级描述	处理程序		学生行为事例
第一级 在宿舍生活中低级别的扰乱行为	负责人	老师	破坏学校的名声 在课堂上扰乱别人 不恰当的利用独立学习时间 没有老师允许进入其他学生房间 不遵循老师指导 不尊重或蔑视 脏话或不恰当的语言或行为 乱使用电和热水 迟到(包括来回宿舍迟到,上课,ASA,GST等) 不恰当的使用电子产品 不合适的服装,服饰 违反规定使用手机和电子产品,例如玩游戏 过于亲密的肌肤接触 通过社交平台发布不良信息或图片 嘲笑他人 订外卖 违反宵禁 其他类似行为
	联系,汇报,沟通	老师与学生一对一谈话 老师打电话或发邮件给家长进行沟通	
	后果可能包括但不限于	道歉信或一份检讨报告交给老师 关禁闭与谈话 做社区服务 可能需联系家长 老师打电话或发邮件给家长进行沟通	
	后续跟进	在有些情况下需要通知学校,如学术上的不诚实和作弊行为等	
	记录	写记录文档并上交存档	
第二级 重复第一级的错误,或有一项更严重错误,或在课后犯的错误行为	负责人	宿舍主管,副校长	以上内容重复(包含第一级学生行为事例) 学术上的失信行为(包含抄作业,作弊等) 攻击性行为,频繁的恶作剧 重复破坏学校名声 重复不恰当的使用电子或科技产品 第一次ASA逃课 第一次GST逃课 蓄意隐瞒或不告知意外破坏学校财产的任何事件 重复迟到 重复违反宵禁 其他类似事件
	联系,汇报,沟通	宿舍主管和家长沟通 老师打电话或发邮件给家长进行沟通	
	后果可能包括但不限于	打电话给家长(可能) 写道歉信和检讨书 与家长开会谈话 做社区服务 关禁闭和谈话 自由时间的禁闭或其他惩罚 停课半天 报告给NHS,如果有需要的话	
	后续跟进	生活老师会持续观察学生的行为 可能会被建议接受学校辅导 可能会交由SIT处理	
	记录	写记录文档并上交存档	

等级描述	处理程序		学生行为事例
第三级 学生严重的侵权行为,和不当行为	负责人	宿舍主管,副校长	以上内容重复(包含第一级和第二级学生行为事例) 使用或携带烟草、毒品、酒精或其他会影响或改变精神状况的药物 重复严重学术欺诈行为 严重的重复破坏学校名声 学生违反周末协议内的条款 严重或反复的攻击行为 欺凌他人 使用网络或社交平台来伤害、冒犯、或羞辱他人 故意破坏公共设施 盗窃 违反学校的B.Y.O.T.政策或其他政策 擅自离开学校校园 第二次故意逃课 类似的其它严重事件
	联系,汇报,沟通	宿舍主管,校长/副校长与家长会面进行沟通	
	后果可能包括但不限于:	打电话给家长(必须) 和家长面谈(必须) 在校停课一天 校外停课一天 校外停课多天 失去自由时间支配权 至少9个星期不能住在宿舍内 革去宿舍委员会职务 从学生会或其他学生组织革去职位	
	后续跟进	辅导服务 签订学生行为协议 可能会交由SIT处理 做社区服务:打扫咖啡厅,公共区或其他社区服务	
	记录	不良行为将会被永久记录在学校和宿舍的学生档案册	
第四级 学生极端侵权和不当行为	负责人	宿舍主管,校长/副校长,大校长	以上内容重复(包含第一级、第二级和第三级学生行为事例) 持续翘课、逃课 第二次使用或携带烟草、毒品、酒精或其他会影响或改变精神状况的药物 严重破坏学校的名声 严重或反复使用暴力的行为 性骚扰 性侵犯 不断地欺凌、骚扰他人或使用网络暴力 极端故意破坏公共设施 第二次盗窃 第二次违反学校的B.Y.O.T.政策或其他政策 其他类似的极端事件
	联系,汇报,沟通	大校长或大校长的代理人联系家长 大校长或大校长的代理人和管理委员会讨论 开除	
	后果可能包括但不限于	和家长面谈(必须) 做社区服务 所有第三等级的惩罚后果 学校董事会对于开除做出决定	
	后续跟进	辅导服务 严格履行学生学业/行为合同,违反合同相应条款,将导致开除	
	记录	不良行为将会被永久记录在学校和宿舍的学生档案册	

BYOT Student Parent Agreement 学生家长协议

Dear Parent(s)/Guardians and Students,

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. In order to prepare students for that changing world, we are implementing Bring Your Own Technology (BYOT) at our school. In this initiative, students in grade 6-12 are expected to bring their own laptop and all students are encouraged to bring their own technology devices to school to enhance their learning experiences. These documents outline DAIS's policies and expectations between parents, students, and school personnel as we establish this new program within our school. We appreciate your support in ensuring a successful implementation of the Learning Innovation Program (LIP).

亲爱的家长和学生：

新技术的不断发展不仅方便了我们的生活，也为课堂教学提供了许多益处。为了学生可以适应现在瞬息万变的世界，我们要求6-12年级学生必须携带自己的电子设备到学校（BYOT），并鼓励所有年级学生都携带技术设备到学校来提升他们的学习体验。此外，请家长和学生详读我们根据实施计划的需求制定出的相关规定。我们感谢您对这个21世纪创新学习计划的支持。

BYOT Laptop Specifications BYOT 的笔记本电脑规格

Students will be required to be in possession of their laptop on the first day of school. Attached you will find the DAIS BYOT Laptop Specifications to guide your purchase. In order to support our families we will have school technical personnel available to answer questions or provide on-site assistance.

学生将被要求在开学的第一天带着自己的笔记本电脑来上学，您将会收到另外一份附件指引您如何购买BYOT规格的笔记本电脑。为了帮助我们的家庭选择电脑，我们学校安排技术人员回答问题和提供现场援助。

Security and Damages 安全与损坏

Responsibility to keep the device secure rests with the individual owner. DAIS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office as is any other personal property incident. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

电子设备的持有者需对设备的安全负责，大连美国国际学校不会为任何在学校被盗和损坏的电子设备负责，如果电子设备被盗或损坏，它将和其它个人财产的事件一样通过行政办公室进行处理。学校建议学生在个人和其它定制物品上印上标记或贴纸以便将自己的设备与他人的区分开。此外，学校也鼓励学生使用其它保护措施。

BYOT Student Agreement BYOT 学生协议

The use of technology to provide educational material is essential to meet curriculum standards at DAIS and requires a certain level of responsibility. Secondary students, along with parent/guardian support, must adhere to the accompanying DAIS BYOT Rights and Responsibilities and DAIS Internet Acceptable Use Policy which can also be found in the Student Handbook. I understand and will abide by the attached policies. I further understand that any violation is unethical and subject to disciplinary action as deemed appropriate in the DAIS Student Handbook.

使用技术来提供教育材料以满足课程标准需要承担一定程度的责任。

中学的学生，在家长和监护人的指导下必须支持DAIS BYOT权利和责任 and DAIS 网络使用政策，您可以在学生手册中找到网络使用政策。我了解并将遵守附加政策，我也深入了解了到了违反学校政策都是不道德的，而且将依据DAIS学生手册受到纪律处分。

DAIS Students' Technology Rights and Responsibilities 大连美国国际学校学生使用电子设备的权利和义务

At DAIS access to technology is considered a privilege – not a right. Access entails responsibility. While DAIS maintains safety filters, it is not DAIS's responsibility for restricting, monitoring or controlling the communications of individual users. Individual users are responsible for their usage, behavior and communications. However, the school has the right to collect and examine any device that is suspected of violating DAIS policies. It is presumed that users will comply with school expectations and policies, including but not limited to the rights and responsibilities listed below.

在大连美国国际学校使用电子设备是学校赋予学生的特权，而不是学生的权力。

在学校使用电子设备需要承担相应的责任。学校建立的信息安全网络并不是用来限制、监控和控制用户的通信。用户要对自己电子设备的通信和使用行为负责。学校有权没收和检查任何涉嫌违反学校政策的设备。用户将遵守学校的期望和政策，包括但不限于一下所列的权利和职责。

A student's laptop:

- Must be used in compliance with school and the teachers' expectations regarding laptop/device usage and storage in his or her classroom.
- May not be used to disrupt the academic or social environment.
- Must be kept secure at all times. The student takes full responsibility for his or her laptop/device. The school is not responsible for the security of the laptop/device.
- Must be in silent mode while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post a photograph of a person or persons without explicit permission, unless for academic purposes.
- May not be used to video a person or persons on campus during school activities and/or hours without explicit permission, unless for academic purposes.
- May only be used by the student to access files on the computer or internet sites which are relevant to the classroom curriculum.
- May not be used to play recreational games.
- May not be brought on the premises to infect the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- May not be used for "hacking" purposes. Student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- May be collected and examined by the school with just cause.
- Must be charged prior to bringing it to school and run off its own battery while at school. DAIS cannot guarantee the availability of charging stations, extension cords, or generic recharging devices.

Email and Internet Expectations:

In order to maintain a safe online environment for our students, in addition to the laptop expectations above, students will:

- Not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy, insult, or intimidate another person.
- Not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Note that sending and receiving email attachments is subject to permission from their teacher.
- Use approved class email accounts under supervision by or permission from a teacher.
- Not send or display offensive messages or pictures.
- Not damage computers, computers systems, software, or computer networks.
- Not violate copyright.
- Not use another's ID and/or password.
- Not employ the network for commercial purposes.
- Not download video clips, music, games, or software unless under direct teacher supervision. Students may be asked to remove items that interfere with student learning or violate school policies.

学生的电脑:

- 学生必须在教室遵守使用要求,适当地使用电脑和其它存储设备。
- 不可以扰乱课堂和其它社会活动。
- 学生应对自己的笔记本和其它电子设备负全部责任。
- 学校不会对学生的电子设备安全负责。
- 在校车上电话需要保持静音状态。
- 不可以用于作业和考试作弊,或其他非学习目的(如打电话和发短息等)
- 未经明确许可,不得用于记录、传播或者张贴其他人的照片,除非用于学术用途。
- 未经过允许在学校期间或学校举行活动期间不得录制他人视频,除非用于学术用途。
- 学生只能使用计算机登陆网站搜索与课堂相关的内容信息。
- 不可以用来玩休闲游戏。
- 不可以用来携带病毒,木马程序等破坏或者改变程序,或提供未经授权的数据和信息。
- 不可以用于黑客目的,和其他与黑客行为有关的传输和获取学校安全信息的行为。
- 学校在有理由时有权没收。
- 在到学校前将电脑充好电,学校无法保障有充足的插口,充电线,插排和其他充电装置。

电子邮件和互联网的使用要求:

为了提供给学生一个安全的网络环境,除了对学生使用笔记本电脑的要求,学生还将遵守:

- 不可以发送接受任何非法的、淫秽的、和诽谤或是为了骚扰、侮辱、恐吓他人的材料。
 - 不泄露自己或他人的个人资料,如地址、电话号码或照片。
 - 不要和任何你只通过互联网或邮件认识的人进行面对面会晤。
- 注意,学生只有在通过老师允许的情况下才可以使用电子邮件接收和发送附件。
- 使用班级邮件需在老师的监督下或得到课堂教师的允许。
 - 不可以发送或展示具有攻击性的信息和图片。
 - 不可损坏计算机,计算机系统,软件或计算机网络。
 - 不侵犯版权。
 - 不可以使用网络用于商业用途。
 - 不可以下载视频、音乐、电子游戏和软件,除非在教师的监督下。学生可以被要求删除或移除不符合学校政策的文件。



DAIS BYOT Laptop Specifications

Hardware Requirements

The laptop brought to school must meet all of the following requirements:

Form Factor	Laptop device A convertible device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 9.7” or 24 cm
Operating System	Microsoft Windows, 8.1 or newer, Windows 10 preferred Yosemite OS 13 or newer
Battery Life	Advertised battery life of at least six hours
Additional Requirements	Built in camera Built in microphone 2 or more USB 2.0/3.0 slots
Specifications	Processor: Minimum i5 or better Memory: 4GB or more, 8GB preferred

Software Requirements

The laptop must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specification, above
Web Browser	Any modern web browser, such as Internet Explorer 10 or higher or Safari 9.1 or higher
Word Processor/ Spreadsheet Package	Microsoft Office 2010 or higher required (Word, Excel, and PowerPoint)
Security Software	All laptops should have installed an up-to-date Anti-Virus protection program

大连美国国际学校自带电脑规格

硬件要求

所带来的笔记本必须符合下列要求:

形状因子	笔记本电脑的装置 移动设备必须拥有一个物理键盘,小键盘 0-9,大键盘 A-Z。
物理尺寸	屏幕大小: 9.7” or 24 cm
操作系统	-Microsoft Windows, 8.1 或更新, 首选Windows 10 -OS 13 系统或更新
电池寿命	至少可使用 6 小时以上
额外要求	-内置摄像头 -内置麦克风 -2个或两个以上USB2.0/3.0接口
规格	处理器: 最低 i5 或更好 内存: 4GB 或以上, 8GB 首选

软件要求

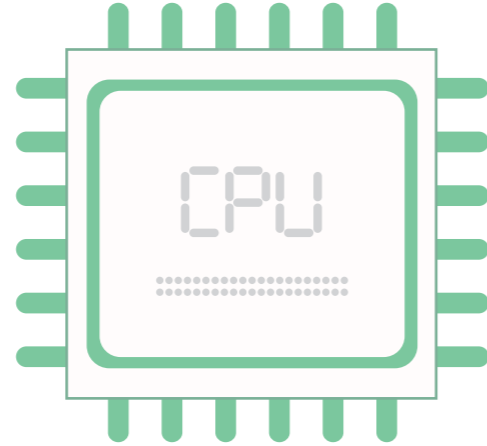
笔记本需安装所有的功能要求有关的软件:

操作系统	按以上硬件规格
网页浏览器	任何现代浏览器,如 Internet Explorer 10 或更高版本或 Safari 9.1 或更高
文字处理器 / 电子表格软件包	微软 Office 2010 或更高 (Word, Excel, PowerPoint)
安全软件	所有电脑应该安装一个最新的防护病毒程序

Laptop Considerations

The following are not requirements of the B.Y.O.T. policy, but are considerations which you should direct your attention to:

Considerations	<ul style="list-style-type: none"> -Maximum Weight: 2kg -Minimum RAM: 4GB -Disk Configuration: Solid State Disk (SSD) -HDMI connection -Accidental loss and breakage insurance
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笔记本电脑注意事项

以下是B.Y.O.T.政策没要求的,但是你仍然需要注意:

注意事项	<ul style="list-style-type: none"> -最大重量2kg -最小内存: 4GB -硬盘配置: 固态硬盘 (SSD) -HDMI 接口 -意外损失和破碎险
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Notes 记事
