

FTAA Dormitory Management Procedures

飞天艺术学校宿舍管理程序

GOALS

目标

- To create an environment that allows students to learn and become morally sound and well-rounded citizens.
- 创建一个可以培养学生成为道德高尚、全面发展的公民的环境；
- To provide a safe, secure, clean, and comfortable space for students to socialize and rest.
- 给学生一个安全、可靠、整洁而舒适的休息和社交场所。

POLICY

政策

FTAA dormitory provides residential support services, 24 hours a day, 7 days a week.
飞天宿舍提供每周 7 天，每天 24 小时的居住支持服务。

Dorm Teacher Duties

宿舍老师职责

1. Under overall guidance of Student Affairs Director, ensure dormitory atmosphere is consistent with the school's goals and expectations;
在学生事务主管指导下，确保宿舍环境与学校总体目标一致。
2. Be professional in the performance of duties and interactions with the students with the demonstration of appropriate modeling, mentoring, and monitoring;
宿舍老师具备专业的服务和与学生互动的技能，给与学生适当的引导、监督和支持。
3. New student orientation about dormitory rules and assignments;
为新生培训宿舍规则和责任。
4. Assign personal bed and locker; perform and document inventory of student's main personal belongings.
分配个人床位和锁柜；制定并记录个人财物清单。
5. Conduct training for students on updated policies, procedures, and objectives to improve performance;
在政策、规程和目标的更新方面为学生提供培训。
6. Ensure dormitory facilities are safe, secure, clean and comfortable, and they meet FTAA health and safety criteria;

遵循飞天艺术学校的健康和安​​全标准，保障宿舍的配备安全、可靠、干净、舒适。

7. Monitor students' general well-being.

密切关注学生的健康。

8. Use the Dorm Code of Conduct to nurture and maintain students' positive behavior.

使用《宿舍行为规则》，培养并帮助学生保持正向的行为。

9. Authorize/Document students to stay or leave dormitory, and ensure students are picked up by authorized people.

除正常的集体活动时间外，按照留在或离开宿舍的要求，给学生授权或登记。

Dorm Teacher's Daily Check List

宿舍老师日常检查事项

Facilities

配备设施

- Cleanness and sanitation.
- 宿舍清洁和卫生；
- Adequate lighting, sleeping, and storage areas;
- 保证充足的采光、睡眠和储藏区域；
- Adequate cleaning supplies are available;
- 保证充足的卫生清洁设备；
- Bulletin boards are aesthetically pleasing and updated with current dormitory information;
- 保证公告栏的审美愉悦性，并根据宿舍情况及时更新；

Dorm Log

宿舍登记表

- Daily Student Attendance/Accountability Log and Dormitory Facility Check Log;
- 配□《日常学生出勤/责任记录表》及《宿舍设施检查表》；
- Report damage and maintenance deficiencies to Logistics and document information in the log book;
- 向后勤报告损坏和维护短缺情况，并记录在案；
- Respond promptly and appropriately in the events of illness, injury, emotional trauma, or maladjustment to dorm/school life, ensuring incidents are documented in dormitory logs and that School Nurse is notified.
- 倘若发现学生生病、受伤、心理创伤、对宿舍/学校生活不适，宿舍老师将做出迅速反应，确保把状况记录在案，并通知学校护士。
- Document student violations and report to Student Affairs Director, and parents when necessary.
- 记录学生违反纪律的行为，并报告给学生事务主任，必要时通知家长。
- Closely monitor students' behavior and provide feedback to teachers, parents and students.
- 密切关注学生在校行为，与老师、家长和学生沟通和反馈。

Student Needs and Disciplines

学生需求和规则

- Help students maintain bedroom routine and house keeping.
- 敦促学生宿舍作息，监督个人卫生。
- Monitor student personal hygiene, linen exchange, etc.
- 监督学生个人卫生、床单更换。
- Ensure students are in compliance with dorm regulations, the code of conduct and electronic policies and collect/monitor electronic devices as required to ensure night curfew.
- 确保学生遵守宿舍守则、行为准则及电子产品使用规定，按要求收缴/监控电子设备以确保宵禁。
- Assign and monitor students' dorm duties such as keeping personal belongings in a neat order and clean common areas such as living room, bathroom and laundry area.
- 分配并监督学生的宿舍职责，如保持个人物品的整洁有序；打扫公用区域，如起居室、卫生间和洗衣区。
- Monitor sick students. Ensure students' medications are secured, taken in the proper manner, and ensure that students are taking their prescribed medication.
- 密切关注生病的学生，确保学生安全用药和依处方正确用药。
- Ensure student mail is handled appropriately.
- 妥善处理学生邮件。

Meeting and Activities

会议和活动

- Hold weekly dorm briefings to hear student concerns and find solutions;
- 每周召开宿舍例会，听取学生意见并找到解决方案；
- Ensure that unannounced fire drills will be held in each dormitory once a term;
- 确保每学期在每个宿舍进行一次紧急消防操练；
- Hold group sessions for physical exercises, study and sharing. Ensure topics selected are designed for the promotion of positive attitude and morality;
- 为体育锻炼、学习和分享举行不定期集体例会，确保话题的选择和设计正向，有利于提升学生品行。
- Hold weekly Dorm Cleaning Day and guide students through the activities.
- 举办每周的宿舍清洁日活动，并为学生提供指导。
- Assist and supervise students' leisure-time activities during off-school hours and weekends throughout the academic year.
- 协助管理学生课余、周末休闲活动。

Training

培训

- Explain school policies and rules.
- 解释学校政策及规则。
- Train leaders to supervise dormitory cleanup and work assignments.
- 培训学生领袖，以督促宿舍卫生和任务分配。

- Support and empower student leadership by recognizing that leaders are an essential resource in helping peers with their growth and development.
- 对学生领袖给予以支持和授权，使他们成为帮助同学成长和提高的基础资源。
- Recognize positive efforts and achievements with weekly and/or monthly awards;
- 通过每周和/或每月奖励，嘉许学生的正向努力和成绩。

Search and Seizure

搜查和扣押

Dorm teachers shall conduct searches and seizures only in the following circumstances:
宿舍老师仅在以下情形可对学生进行搜查和扣押：

1. General inspections of dormitory rooms, lockers, and other dormitory facilities may be conducted periodically or upon suspicion of possessing unauthorized goods or violating school policy.

定期对宿舍房间、锁柜和其它宿舍设施做常规检查；或者对疑似持有未授权的物品或者违反学校政策之情况可随时检查。

2. Searches for unauthorized goods may be conducted only when the dorm teacher believes such goods are being hidden in the dorm or on the student's body AND only with the presence and knowledge of the student.

对未授权物品的搜查，只能在宿舍老师确信此物品被藏在宿舍或学生身上，且当事学生在场的情况下进行。

3. The scope of the search may include a body search if the dorm teacher reasonably believes the student is hiding something that can cause detrimental effects on other students and/or the student has committed a crime. Unauthorized goods found as a result of a search must be confiscated.

如果宿舍老师有理由相信学生在隐藏可能危害其他学生的东西，和/或此学生承认犯罪，搜查可能包括搜身。未授权物品一旦被搜查到，即被没收。

4. Searches for evidence of a crime in preparation for criminal prosecution will be conducted by a law enforcement officer with a search warrant except when delay would endanger the physical well-being of students.

为了准备刑事诉讼而搜查犯罪证据，由持有搜查令的执法人员进行，除非延迟搜查会对学生的身体健康造成危险。

Dormitory Visitation

宿舍探访

· All dormitory visits must be approved. All visitors are required to sign-in and sign-out with a dorm teacher upon arrival and departure. Any visitors that are not family related will not be allowed into dorm unless they are touring the dorm as a potential student.

· 所有宿舍探访须经许可。所有探访者到达和离开时需宿舍老师陪同下签进和签出。任何非亲属关系的探访者不可进入宿舍，除非他们作为未来学生参观宿舍。

· Visitors to the dormitory of the opposite gender must be supervised.

- 任何异性探访者必须有人陪伴监督。
- Visits to dorm rooms are limited to 15 minutes only during weekend/school break pick up/drop off time or moving in/out days, e.g. Saturday or Sunday 10am-8pm;
- 仅在周末/学校假期接/送学生时，或学生搬进/出日，如星期六、日上午 10 点至下午 8 点，允许探访宿舍房间，仅限 15 分钟。
- Dormitory staff has the authority to remove visitors at any time.
- 宿舍员工有权在任何时间请探访者离开。

Dormitory Exit Doors

宿舍安全紧急出口

The dormitory exit doors are to remain locked at all times. These doors are not to be used at any time by anyone; except in the case of a fire or a fire drill. All traffic entering and leaving must use the (front) door to the dormitory.

宿舍安全紧急出口须保持全时闭锁。这些门在任何时候对任何人都不可使用，火警或火警操练之情形除外。日常出入须使用宿舍（前）门。

Curfews and Electronic Device Submission

宵禁和电子设备上交

· Bedroom lights out at 10:00pm from Sunday to Thursday, at 10:30pm on Friday and Saturday. Other rooms lights out at 10:30pm from Sunday to Thursday, at 11:00pm on Friday and Saturday. No talking between students allowed in bedrooms, other rooms are to be kept quiet after curfew.

· 卧室熄灯时间为周日至周四晚 10:00，周五至周六晚 10:30。其它房间熄灯时间为周日至周四晚 10:30，周五至周六晚 11:00。宵禁开始后，卧室禁止学生谈话。其它房间保持安静。

- 6th-8th graders shall surrender their laptops to the dorm teacher by 9:30 pm daily.
- 6 至 8 年级学生要在每晚 9:30 点之前将电脑交给宿舍老师。
- No smart device of any kind is allowed in dormitory area.
- 禁止在宿舍区域使用任何形式的智能设备。

Dormitory Incentive

宿舍激励

Each dormitory will be inspected on a daily basis. Various honors, privileges and incentives will be rewarded to rooms and/or individuals.

所有宿舍每日都需接受例行检查。房间和/或个人将会获得荣誉/特权/奖品等不同的鼓励。

Complaints

侵权索赔

Students are advised to lock their valuables in a suitcase or personal safe.

建议学生把贵重物品锁进行李箱或个人保险柜。

New students should provide a list of their personal inventory when they move into the dorm and be responsible for any updates;

新生搬进宿舍时应提供一份个人物品清单，如有变化，需随时更新信息。

When a student experiences a loss or theft, he/she is to report it to the dorm teachers;

学生如丢失物品或失窃时，需报告给宿舍老师。

An investigation must first be conducted to determine the validity of the claim and to insure the items actually existed;

上述情况一旦发生，需立即进行调查和核实。

The dorm teachers will document the circumstances on a Claim Form and check against the student's personal inventory.

宿舍老师需在申告表上记录当时情形，并与学生个人清单进行核查。

Statements must be made by persons familiar with the subject matter for the claim.

熟悉该事件的人须做陈述。

The dorm teachers will present the documentation to the Student Affairs Director who will review the documentation, determine if additional information is required to support the claim and provide forms, advice, and assistance to the key staff and students to complete all required components of the claim, and decide on further action.

宿舍老师将相关文件呈交给学生事务主管，主管审核后确定是否需要额外信息，并为主要员工和学生提供表格、建议和协助，在他们填写完成所有相关信息后，采取下一步解决方案。