



北京市房山区诺德安达学校  
NAS BEIJING, FANGSHAN

# 住宿管理条例

## REGULATIONS ON DORMITORY MANAGEMENT

2022-2023



欢迎来到北京市房山区诺德安达学校！  
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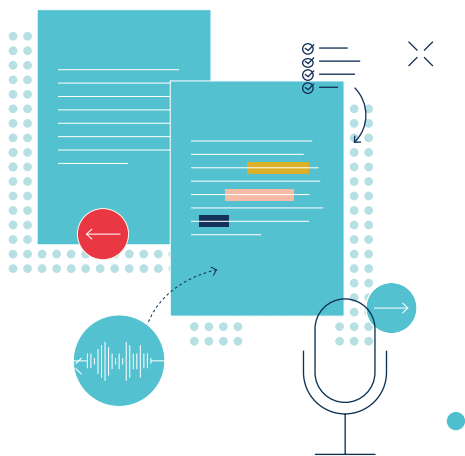
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# 第一章 总则

## Chapter I General Provisions

学生宿舍是学生生活的重要场所,是学校运营管理工作的重要组成部分。为了确保学校正常的教育教学秩序和学生有序的学习、生活秩序,努力为学生构建温馨舒适、文明和谐、健康有序的生活秩序,特制定本条例。此条例基于学校的教育理念、学生管理及学校各项相关制度要求而制定,适用于北京市房山诺德安达学校的住宿学生。

Student dormitory is an important place where students live and study, and also an important part of school operation and management. The following dormitory management regulations are specially formulated for the purposes of offering students a comfortable dormitory environment for normal learning and living.





## 第二章 宿舍申请与住宿费用

### Chapter II Dormitory Application and Expenses

- 1、住宿生需在每学年开学前提出住宿申请,经批准后方可住宿;学年中提出申请者,需要由宿管团队综合评估后,给予批准;
- 2、我校按学年收取住宿费,小学、中学和高中均为每学年2万元人民币。学生需最晚在新学年开学前七个工作日以银行转账或刷卡的方式交齐本学年的全部住宿费方可在学校住宿。原则上,学生在学期内请假,住宿费不予退回。在报到前提出退费的新生及已报到的新生在学校开始住宿前提出的,学校将在扣除5%的本学年住宿费之后退还学生所缴纳的剩余住宿费;新生在住宿开始后的一个月以内提出退费的,学校将核退80%的本学期住宿费;一个月以后两个月以内提出退费的,学校将核退60%的本学期住宿费;开学两个月以后至本学期结束前学生提出退费的,学校将不退本学期住宿费,但会退回学生已缴纳的其余学期住宿费。住宿生因个人原因主动申请走读、休学、退学、转学并提出退费的,按实际情况退费。住宿退费以学生将宿舍内个人物品清空本月开始计算,如在住宿期间有损坏公共设备设施情况,将由宿管老师开具物品损坏赔偿单,经学生和家長确认后进行赔偿。



1. Boarders shall submit boarding applications before the start of each school year, and may only move in their dormitories upon approval; if a boarder submits an application in the middle of a school year, a decision on whether to approve the application or not needs to be made upon comprehensive evaluation by the school;

2. In school year, boarding fees for Primary, Junior and Senior middle schools will all be 20,000 yuan per school year. Boarding in the school is only allowed after fee paid for the whole school year no later than seven working days before the start of school year by bank transfer or by credit card. In principle, if a student takes leaves in the middle of the semester, the boarding fee will not be refunded. If a student applies for refund before getting registered for the semester or after registration but before boarding at the school starts, the school will deduct 5% of the current school year's boarding fee and refund the remaining boarding fee paid by the student; if a student applies for refund within one month after the start of boarding, the school will refund 80% of the current semester's boarding fee; if a student applies for refund after one month but within two months, the school will refund 60% of the current semester's boarding fee; if a student applies for refund after two months after the semester begins but before the end of the semester, the school will not refund the current semester's boarding fee, but will refund the remaining semester's boarding fees. If a boarder applies for discontinuing boarding, suspending schooling, dropping out or transferring to another school due to personal reasons and therefore applies for refund of boarding fee, the refund will be made according to the actual situations. In this case, the calculation of refund starts from the month in which a student empties his or her personal belongings in the dormitory; if there is any damage to the public facilities during the boarding, the housemaster will issue a compensation list, and the student and his or her parents shall compensate accordingly after confirmation.

## 第三章 宿舍分配与评分管理

### Chapter III Dormitory Allocation and Management

1. 住宿资格每学年审批一次, 不适应住宿生活者将被取消住宿资格; 宿舍房间、床位由宿管老师按实际情况统一进行分配和管理, 未经允许不得随意调换。

2. 宿舍区管理团队对住宿生个人内务和纪律实行评分管理制度, 所扣分数每学期清零。每学习累计扣到6分以上者, 宿管老师将以邮件和电话的形式通知家长, 扣满12分者, 将被停宿。首次停宿为一周, 再次停宿为一个月, 第三次停宿将取消住宿资格, 停宿级别在一学年内累计;

3. 所有宿舍相关事宜均由相应宿管老师负责, 对有违反相关住宿规定的住宿生, 宿管老师将进行相应的扣分处理, 情节严重者将取消住宿资格并给予相应的纪律处罚, 详情参照第十章“奖励与处罚”。

1. Boarding qualifications are examined and approved every school year. Students who are not suitable for boarding will be disqualified from boarding; dormitories and beds will be allocated and managed by the housemasters according to the actual situation. No one is allowed to exchange or forcibly occupy other dormitories or beds without permission.

2. A grading system is adopted on boarders' room tidying and disciplinary management, and the points deducted are reset every semester. If a boarder is accumulatively deducted by more than 6 points within a semester, his or her parents will be notified via email or phone by the housemaster and by 12 points, his or her boarding will be suspended. The first suspension of boarding will be one week, and the second will be one month, and if the boarding is suspended for the third time, the boarder will be disqualified from boarding. The accumulative number of boarding suspensions is calculated on a yearly basis.

3. All dormitory-related matters are within the responsibilities of corresponding housemasters. If a boarder violates relevant boarding regulations, the housemaster will deduct points accordingly, and in the case where the violations are serious, the boarder will be disqualified from boarding and corresponding punishments will be given. For details please refer to Chapter X Rewards and Punishments.

## 第四章 考勤管理

### Chapter IV Attendance Management

1. 宿管老师在每天的晚餐前落实学生签到情况。如有请假等情况，学生与家长联系应及时与学校沟通。

2. 住宿生在正常教学周中，每周一至周五早晨7:20离开宿舍去餐厅吃饭 20:00晚自习后有组织地返回宿舍。

3. 正常教学周，每周五15:30住宿生离开学校；周日18:00至20:00期间返回学校宿舍区，学生需要先到宿管老师处签到，如有提前到或者因故不返校的学生，需提前（18:00之前）以电话或者邮件方式向宿管老师请假。

1. The housemasters will confirm the student's sign-in before dinner every day. In case of a leave, a student or his parents should contact the housemaster without delay.

2. The boarders should leave dormitories for breakfast at 7:20 in the morning from Monday to Friday, and return to dormitories at 20:00 after evening self-study.

3. The boarders should leave the school at 15:30 every Friday and return to the school between 18:00 and 20:00 every Sunday; Whenever the boarder returns to dormitory, he/she should check in at housemaster office. Suppose a boarder cannot return to the school before 20:00 on Sunday, the housemaster should be notified before 18:00 by the boarder's parents via phone or e-mail.



## 第五章 宿舍财产的使用与管理

### Chapter V Dormitory Facilities Use and Management

1. 宿舍内均配有插座、厚床垫、晾衣架、垃圾桶、衣柜、桌椅、空气净化器、纱窗、防撞条等(以上物品如有损坏需照价赔偿);其他个人生活用品由住宿生自行准备。

2. 宿舍公共设施由学校统一配置,学生入住后需根据《学生宿舍室内公共物品保管协议》相关的内容对宿舍内公共设施进行核对,确认无误后,需由宿舍的每位成员和家长签字确认。

3. 宿舍设施有损坏时,住宿生需及时报告宿管老师,如因使用不当造成的损失或丢失的,由住宿生自行承担全部赔偿责任,恶意损坏的按原价两倍进行赔偿,情节严重者取消住宿资格。

1. Each dormitory is equipped with sockets, thick mattresses, drying racks, trash cans, wardrobes, desks and chairs, air purifiers, window screens, etc. (If any of the above items is damaged, compensation should be paid according to the cost); other personal living supplies should be prepared by the boarders themselves.

2. The public facilities of the dormitories are uniformly allotted by the school. After check-in, students shall check the facilities in the dormitories according to the Agreement on the Storage of Public Items in the Student Dormitory and shall sign the Agreement with their parents after confirmation.

3. When there is any damage to the dormitory facilities, the boarders must report it to the housemaster without delay. In case of any damages or losses caused by improper use, the boarder should bear all the liability for compensation; in case of a malicious damage, it shall be compensated at twice the original price; if the circumstances are serious, the boarding qualifications will be cancelled.



# 第六章 安全管理

## Chapter VI Safety Management

1. 宿舍每学期进行两次消防安全演习, 宿管老师需按照要求对住宿生进行相关的安全教育。

2. 住宿生需保管好自己的私人财物, 不带贵重的物品到校, 现金要妥善保管。离开宿舍前关闭个人电源及屋内电灯、空调等。

3. 宿舍区实行封闭管理制度, 如有紧急需求回宿舍, 请及时与值班的宿管老师沟通。

4. 宿舍内严禁饲养宠物、私搭电源线、私用电器、使用明火等; 以下物品严禁带入宿舍, 一经发现直接取消住宿资格:  
剪、刀等锋利工具, 烟具 (包含香烟、电子烟、打火机等), 电热产品 (卷发棒、电热水器加湿器、电锅、电烤箱、电蚊香等), 充电宝, 易腐烂变质 (水果、肉等) 及不健康的膨化食品 (薯片、薯条等)、碳酸饮料 (可乐等)、方便食品 (方便面、方便饭、方便火锅等), 易燃易爆物品 (压力罐、烟花等)

1. Fire drills shall be conducted twice in each semester, and the housemasters should provide Health and Safety education to the boarders in accordance with relevant requirements.

2. The boarders should keep their personal belongings well, bring no valuables to the school, keep cash properly. Before leaving the dormitory, the boarders should turn off their personal powers and the lights and air conditioners in the rooms.

3. Closed-off management is implemented in the dormitory areas. If there is an urgent need to return to the dormitory, please communicate with the housemaster without delay.

4. It is forbidden to raise pets, secretly connect to power cord, use electrical appliances and fire ect.. The following stuff is prohibited in dormitory, or your boarding qualification will immediately be cancelled if one of them is found. They are scissors, knife, smoking related stuff, electric heating stuff, (electric hair curlers, electric water boilers, electric kettles, humidifier, electric pots, electric oven, electric mosquito coils, etc.), charger and perishable stuff, junk food and other dangerous items.



5. 严禁带非本校人员或者本校非住宿生进入宿舍;如有男女生互串宿舍者,立即取消住宿资格。

5. It is strictly forbidden for non-school personnel or non-boarding students of the school to enter the dormitories; boy and girl students who visit each other's dormitories will be immediately disqualified from boarding.

6. 严禁在宿舍打架斗殴、侮辱、欺凌同学,如有发生,视情节和认错态度给予相应处罚,情节严重者立即取消住宿资格。

6. It is strictly forbidden to fight with or bully roommates or other classmates in the dormitories; if such an event occurs, a relevant punishment will be given accordingly; and if the circumstances are serious, the related boarders will be immediately disqualified from boarding.

7. 如遇突发事件(如停水、停电等)应保持冷静,并及时先相关宿管老师汇报情况。

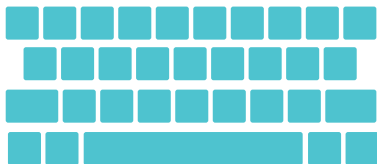
7. In case of sudden events (such as a water or a power outage), the boarders should keep calm and report the situation to the housemaster without delay.

8. 如遇紧急情况(如火灾、地震等)应在宿管等老师的统一组织下有序撤离现场。

8. In case of emergencies (such as a fire or an earthquake), the boarders should orderly evacuate under the unified organization of the housemasters.



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## 第七章 纪律管理

### Chapter VII Discipline Management

1. 住宿生需严格按照宿舍的作息时间表起床、离开宿舍、早晚餐、晚自习和其他活动。

2. 上课或其他由学校统一组织的活动期间，严禁私自回宿舍逗留，如有特殊需求，及时向宿舍值班老师反馈。

3. 住宿生每天需按学校要求在指定的地点进行晚自习，按时到达并遵守晚自习纪律。自习期间打闹、嬉戏、乱串教室等，将依相关校纪校规记录、处罚。

4. 住宿生如有学业需求（如网课或器乐练习等），需由家长向宿管老师提出申请，经批准核实后，按照相关的安排进行个人需求性质的学习。如发现与实际不符，严重浪费时间等现象，立即取消安排，并按学校相关的纪律制度处罚。

5. 熄灯就寝后，严禁串宿舍、室内大声喧哗等影响他人休息的行为发生。一经发现，宿管老师做扣分处理；情节严重者做停宿处理。

1. The boarders should get up, leave the dormitories, have breakfasts and dinners, and engage in self-study and other activities in strict accordance with the daily schedules of the dormitories.

2. During school hour and other activities organized by the school, the boarders are not allowed to return to and stay in the dormitories without permission. If there is a special need, it should be timely fed back to the teachers on duty.

3. The boarders should engage in evening self-study at the designated places every day according to the requirements of the school. Please arrive on time and follow the disciplines of evening self-study. Quarrels and noisy fights, playing, and going about between classrooms during the self-study will be recorded and punished according to the relevant provisions of the rules of the school.

4. If the boarders have academic needs (such as online courses or instrumental music practice), their parents should submit applications to the housemasters. After approval and verification, the students may engage in study based on personal needs according to relevant arrangements. If it is found to be inconsistent with the actual situation or a serious waste of time, etc., the arrangement should be immediately cancelled, and a punishment will be provided in accordance with the school's relevant management system.

5. After lights out, it is strictly forbidden to go about between dormitories or make loud noises in the rooms or engage in other behaviors that affect others' rest. Once found, the housemaster will deduct points; if the circumstances are serious, the student will be suspended from boarding.



## 第八章 内务卫生管理

### Chapter VII Room Sanitation Management

1. 住宿生在离开宿舍前需要按规定整理好自己的内务。

1. The boarders should tidy their rooms before leaving the dormitories.

2. 宿舍公共区域卫生由保洁人员统一打扫，请珍惜他人劳动成果，保持宿舍内和公共区域的干净，整洁。

2. The public areas are cleaned by the cleaners. Please cherish the fruits of others' labor and keep the dormitories and public areas clean and tidy.

3. 住宿生要做好床铺，课桌，衣柜等私人空间的内务整理，共同保持宿舍良好居住环境。

3. The boarders should tidy their beds, desks and wardrobes etc, and maintain a good living environment in the dormitories together.



# 第九章 电子产品管理

## Chapter IX Electronic Product Management

1. 住宿生需及时向宿管老师报备个人所有电子产品及型号,包括但不限于手机、电脑、iPad等,并按学校实际规定使用,如有临时变更需立即和宿管老师说明,一切由个人漏报造成的后果由学生本人承担。

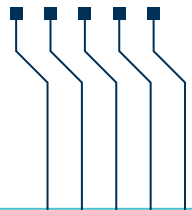
2. 住宿生可在规定的窗口时间使用手机,使用后应及时交给宿管老师统一管理。

3. 住宿生每晚熄灯前需将所有带有娱乐、游戏及上网功能的个人电子产品放入指定的柜子中,次日早上离开宿舍前可取。

1. The boarders should report to the housemasters in a timely manner all the electronic products and their models personally brought to the school, including but not limited to mobile phones, computers, and iPads, and use them in accordance with the regulations of the school. In case of temporary changes, efforts should be made to explain them to the housemasters, and all the consequences caused by personal failures in reporting will be borne by the students themselves.

2. The boarders may use their mobile phones within the time periods specified by the school. After using, they should timely submit them to the housemasters for unified management.

3. The boarders should put all their personal laptops and iPads in the designated cabinets before lights out every night, and take them out before leaving the dormitories the next morning.



# 第十章 奖励与处罚

## Chapter X Rewards and Punishments

1. 宿舍管理团队会定期组织学生各项学生评比活动,奖励表彰优秀突出的集体和个人。每学期期末住宿生的报告会随学术报告一并发给家长,报告将作为学生个人综合发展考量的一项重要。

2. 学生住校期间出现以下情况之一者立即停止住宿,待学生调整好,由家长重新向学校提出申请,经学校审核批准后学生方可继续住宿。

(1). 出现较大情绪波动,影响学生本人或宿舍其他同学的正常生活学习及人生安全;

(2). 因对宿舍规章制度等不满与宿管老师出现分歧、对抗、争执等。

1. The dormitory management team will organize students to participate in dormitory selection activities on a regular basis to reward and recognize outstanding collectivities and individuals. The boarding reports will be sent to the parents at the end of each semester along with the academic reports. The report will be an important factor taken into consideration for students' personal comprehensive development.

2. During the boarding period at the school, if any of the following situations occurs, the relevant boarder will be immediately disqualified from boarding. After the student has adjusted his mood, the parents should submit again an application for boarding to the school, and the boarding may be continued after approval:

(1). A boarder has a major mood swing that affects the normal life and study and personal safety of himself or herself or other students in the dormitory.

(2). Differences, confrontations, and disputes occur with the housemasters due to dissatisfaction with the dormitory rules and regulations.





3. 停宿期间未经允许不得进入宿舍, 违者视情节轻重予以补、停宿或者取消住宿资格。一学年内被停宿两次者, 取消下一学年的住宿资格。

3. During a suspension of boarding, the boarder is not allowed to enter the dormitory without permission. The offender will be provided with another suspension or disqualified from boarding depending on the severity of the circumstances. If a boarder's boarding is suspended twice in a school year, he or she will be disqualified from boarding in the next school year.

4. 住宿期间有下列情况之一者, 直接取消住宿资格:

4. During the boarding periods at school, a student will be directly disqualified from boarding if one of the following circumstances occurs:

- (1). 吸烟、喝酒、打架、玩火、赌博、有语言、行为上恐吓、欺凌他人者;
- (2). 高声喧哗、起哄打闹、非正常时间和地点鼓噪乐器影响他人休息屡教不改;
- (3). 不服从管理、无理取闹、顶撞或辱骂宿管老师;
- (4). 有偷盗行为;
- (5). 使用易燃易爆、有毒有害以及其他危险物品如管制刀具、打火机等;
- (6). 恶意损坏公物或公共设施;
- (7). 男女生互串宿舍, 有过密举止。

- (1). The student smokes, drinks, fights, play with fire or gambles.
- (2). The student makes loud noises, kicks up a fuss, sings and plays musical instruments or engages in other behaviors that affect others' study and rest.
- (3). The student disobeys management, makes trouble out of nothing, contradicts, or abuses the housemaster.
- (4). The student steals.
- (5). The student uses flammable, explosive, toxic, harmful, and other dangerous articles such as controlled knives and lighters.
- (6). The student maliciously damages public property or public equipment and facilities.
- (7). Boy and girl students visit each other's dormitories.

注: 宿管老师在宿舍内24小时均有老师在岗, 校医24小时提供服务, 如遇突发事件可到宿管老师办公室或者宿管老师值班前台寻求帮助。

Notes: The housemasters are on duty 24 hours in the dormitories, and the school doctor provides services around the clock. In case Of emergencies, one can go to the housemaster's office or the housemaster on duty at the front desk for help.