

Ulink College of Suzhou Industrial Park 苏州工业园区 领科海外教育学校



Boarding handbook 寄宿手册

Academic year 2018 - 2019

2018-2019学年

Table of Contents

Motto/Vision/Mission/Values	3
Evening Study and Boarding	4
FAQ of the Dormitory of Ulink College SIP	6
Elastic Claus	8
Boarding Application Form	9

Motto/Vision/Mission/Values

3

► **Our school motto 我们的校训**

- Preparing for Tomorrow 为明天准备

► **Vision 愿景**

- We strive to be the top technology high school in China.
- 我们致力成为中国顶尖国际高中

► **Mission 使命:**

- To provide:

- 提供

- A creative and inspiring curriculum which encourages risk taking, promotes independence and provides memorable experience that truly enrich the lives of our students

- 一个有创造力、有启发性的课程大纲，鼓励冒险，提倡独立并提供一个值得回忆的体验，真正丰富学生生活。

- A teaching, learning and assessment framework that is profoundly personalized and reflects measure and celebrates the strengths, achievements and progress of our students.

- 一套个性化的教学与评估框架，反映过程，致力学生的特长、成就和进步。

- A dedicated professional staff that are fully empowered and well equipped to ensure they have every possible opportunity to be all that they can be.

- 一支投入的教学团队。老师们充满活力，充分准备好发挥自身潜力。

- High academic standards, the best pastoral care, excellent college counseling program and a wide range of extra-curricular activities.

- 高规格的学术标准、最好的教导、卓越的升学顾问项目和丰富的课外活动。

- An education to create inquiring, knowledgeable, and caring global citizens.

- 一个致力于培养善问、博学、博爱的全球公民的教育。

► **Core Values**

► **核心价值**

- Student Centered Learning 学生为中心的学习

- Mutual respect and trust 互相尊重和信任

- Honesty 诚实

- Integrity 正直

- Team work 合作

- Responsibility 责任

- Leading by example 身体力行

- Striving for excellence in everything we do here 追求卓越

- International mindedness 国际思维

- Personal challenge and risk taking 接受挑战与冒险

- Harmony in diversity 多元中的和谐

Evening Study and Boarding

4

In order to make the boarders have a good learning and living environment and cultivate students' autonomy and self-care ability, boarders must comply with the following provisions:

为了使住宿生有一个良好的学习和生活环境，培养学生的自主自我管理能力，住宿生必须遵守以下规定：

1. Boarders must attend the evening self-study in school, abide by the "Night Study Regulations."

住宿生必须在学校参加晚自习，并遵守《住宿生晚自习制度》。

2. Boarders must go back to your own room and sleep in your own bed. Without the approval of the dormitory administrator, boarders mustn't exchange the dorm rooms or beds by themselves.

按指定的房间、床位就寝，未经宿舍管理员批准，不得私换宿舍或床位。

3. Boarders must comply with the schedule strictly; they should go back to the dormitory on time after evening self-study and mustn't go out again. Dormitory teachers make their rounds at 20:30. Students should turn off the lights and go to sleep on time, after that, none of the students are allowed to affect others.

严格遵守作息时间表，下晚自习后直接回宿舍，不得外出。宿管老师20:30查房点名，按时熄灯就寝，熄灯后不能影响他人休息。

4. After the lights are turn off and the students go to sleep, mobile phones and other electronic devices should be placed on the desk. If the student refuses to implement, he/she will be treated as breaking the rules.

晚上熄灯就寝后，手机等电子设备需放在桌面明显处，若拒绝执行，视为违纪。

5. Students are not allowed to use any electrical appliances in the dormitory except flashlights and mobile phone charger and they are not allowed to install any network equipment without permission. Open fires are not allowed and students are prohibited from charging mobile phones and portable chargers when no one is in the dorm room.

除了手电筒和手机充电器，住宿生不得在宿舍使用其他电器设备，未经许可不得私自安装任何网络设备。严禁使用明火；禁止在宿舍无人时给手机、充电宝等设备充电。

6. Dormitory rules of conduct are in strict accordance with the provisions of the school routine management.

宿舍行为规范严格按照学校常规管理规定执行。

7. Students are prohibited from leading visitor to the dormitory area without permission. Students are not allowed in the dorm rooms of the opposite gender.

严禁带领外来人员进入宿舍区域私自逗留，不得互访异性宿舍。

8. Students should keep the dorm rooms neat and tidy. The rooms are checked on a daily basis and those below the qualified line will be regarded as hygienically unqualified.

保持宿舍整齐整洁。宿舍每天检查卫生，低于合格线的视为卫生不合格。

9. If the student violates the above regulations, he/she will lose one point for each item. The dormitory teacher will record that and educate the student. If the student loses two points, he/she will be educated by the HoG and be informed to the parents. If the student loses three points, he/she will be warned by the Student Affairs Office. If the student loses more than three points, he/she will be expelled from school dormitory and the fees won't be refunded.

违反以上纪律每项每次扣一分，宿舍管理老师记录并对其进行教育指正。扣满两分，由年级主任进行批评教育并通知其家长。累计满三分，学生事务处进行谈话教育并警示。超过三分，学校取消其住宿资格，本学期住宿费不退。

10. If the student stays out overnight or seriously violates the above items, the school dormitory management committee will report that to the school and the school has the right to decide whether to expel the student from the dormitory or not.

如果学生彻夜未归或者严重违反以上条款，宿舍管理委员会将上报学校，学校有权决定是否取消该生住宿资格。

Evening Study and Boarding

5

Time:

时间:

The evening self-study time: Monday to Thursday, 6:15pm to 8:00pm.

晚自习时间: 周一至周四, 晚上6:15至8:00

No break time, can go to toilet or boiler room anytime but no other areas of school.

无休息时间, 除了洗手间和茶水房不得去学校其他区域

Back to Dorm before 8:45pm, light turn off time: 10:30pm;

晚上8:45前回宿舍, 10:30关灯。

2. Location:

地点:

Building 6: 4th floor library for AS and A2

6号楼: AS/A2学生在4楼图书馆

Building 9: 3rd floor and 4th floor classrooms for PreIG, G1, G2, and Pre

9号楼: PreIG, G1, G2, Pre在3楼和4楼

3. Dress code:

着装要求:

Students wear Ulink uniforms. (Sports or Formal)

晚自习必须着校服 (运动校服或者正装)

4. Rules for asking leave

请假手续

Planned leave. Student or parents send Email to HoG with parents' notes 3 school days in advance.

事假: 学生或家长提前3天发邮件给年级组长, 并附上家长签名的请假申请单。

Sick leave. The sick leave with doctor's signature is accepted by HoG.

病假: 病假须交给年级组长有医生签名的医院病假证明单。

School event leave. Approved by principals, HoD or HoG.

学校活动请假: 须得到校长, 学科主任和年级主任的批准。

5. Requirements:

要求:

Night study is regular school hours, and policies in student handbook all apply.

晚自习为正常上学时间, 须严格遵守学生手册条例。

6. Penalty for breach of rules

违规 处罚规则

Any arriving at library or classrooms after 6:15 will be treated as late arriving. Three times of late arriving will be treated as one-time breach.

晚上6:15后到达图书馆或自习教室将视作迟到, 3次迟到视为一次违规;

No mobile phone, no games, no chatting, no seat changing without permission. Any improper behavior of above will be treated as one-time breach.

晚自习时禁止使用手机, 打游戏或交谈, 未经许可不可调换位置。违反以上任一条, 视为一次违规。

Three times of breach, the dorm will be stopped by one month (dorm fee no refund) or one-month morning duty for day students.

3次违规, 住宿生停宿一个月 (住宿费无法退还) 或者走读生早值日一个月。

Any absence without asking leave, the dorm will be stopped by one month (dorm fee no refund) or one-month morning duty for day students.

任何未请假的无故缺勤, 住宿生停宿一个月 (住宿费无法退还) 或者走读生早值日一个月。

建议统一使用违纪, 下同

FAQ of the Dormitory of Ulink College SIP

6

1、宿舍地点 Location

苏州工业园区独墅湖高等教育区雪堂街8号文萃人才公寓5号楼
Building 5, Wencui Rencai Apartment, No 8 Xuetang Street, Suzhou Dushu Lake Science, Education, Innovation District, Suzhou Industrial Park.

2、宿舍配置 Facilities

宿舍为四人空调间，每个宿舍配置整体卫浴、独立阳台，24小时集中供应热水，每层楼配有洗衣机、烘干机和开水炉。

The rooms of dormitory are air-conditioned quadruple rooms. Each room has an individual bathroom, an independent balcony and 24-hour hot water supply. Each floor has a washing machine, dryer and water boiler.

3、住宿物品准备 Items

宿舍床铺尺寸为09m*2.0m，每张床配有3E环保椰棕床垫，需自行准备床上用品及生活用品。
The size of bed is 0.9m*2.0m, each bed has a 3E palm mattress. Students have to prepare the bedding and daily necessities.

4、住宿收费标准 Accommodation Charges

四人间2500元/学期，水电费自理。学生宿舍产权为独墅湖科教创新公司，学校代办手续。住宿确认后，该学期所交住宿费概不退还。

Students have to pay 2500 yuan for a quadruple room each semester, not including utilities. The Dushu Lake Science and Education Innovation Company owns the property and the school goes through all the formalities. After students have confirmed the accommodation, the fees will not be refunded.

5、宿舍作息时间 Daily Schedule

6:30起床，7:15离开宿舍，7:35到校。

20:00晚自习结束，20:45宿管老师查房，22:30熄灯就寝。

Students have to get up at 6:30, leave the dormitory at 7:15 and arrive in school at 7:35.

Evening self-study ends at 20:00. Students have to go to dormitory before 20:45 and go to bed at 22:30.

6、宿舍人员配置 The Staff

校长亲自分管，配置六名宿管老师，两名保安，24小时值班制。

All affairs are administered by the principal. There are six dormitory staff and two security guards who are on duty for the whole day (24 hours).

7、电子设备管理 Electronic Equipment Management

一年级学生不允许携带电脑、Ipad等设备到学校。晚上22:30熄灯就寝后，手机需放在桌面明显处，实行人机分离，宿管老师每天检查。

The first-year students are not allowed to bring computers, iPad or other equipment to school. After 22:30, the mobile phones should be placed on the desk and the dormitory staff will check that every night.

FAQ of the Dormitory of Ulink College SIP

7

8、安全管理 Security Management

晚自习由晚自习值班老师点名，晚上回宿舍后由宿管老师点名，每天上下学由两名工作人员在道路上监管。宿舍安排人员24小时值班巡逻，一切外来人员不得进入宿舍区。

The teacher on duty check the attendance of evening self-study and the dormitory staff check if students have come back to dormitory on time. Two staffs supervise the students on their way back to dormitory for safety issues. The security guards patrol the dormitory all the 24 hours and visitors are not allowed to enter the dormitory.

9、周末活动 Weekend Activities

我们鼓励学生周末回家与父母团聚，我们给周末不能回家的学生提供了系列活动：“寻根苏州”周末健行，强身健体的同时，听专业导游介绍苏州文化；周末快乐厨房，向五星级大厨学厨艺；以及一系列志愿者活动。

Students are encouraged to go home at weekends, but we provide lots of activities for the students who stay in dormitory at weekends such as excursions to different places in Suzhou to learn more about traditional cultures, learning how to cook from a five-star chef and voluntary activities.

10、家长进宿舍时间 Visiting Time

每周一上午8:00-11:30，每周五下午13:00-17:00。

家长如需其余时间送物品到宿舍，由值班人员代领并转交给学生。

Parents can visit the dormitory from 8:00 to 11:30 every Monday and from 13:00 to 17:00 every Friday. If any stuff has to be given to students at any other time, parents can deposit the stuff with the dormitory staff, then students can get that from the staff.

11、宿舍联系电话 Tel of Dormitory

0512-67902261 / 18100676333

Boarding Application Form

8

住宿申请表

2018-2019第一学期

姓名（中文）		英文名	
班级		性别	
学生联系电话		身份证号	
父亲联系电话		母亲联系电话	
家庭住址			
是否报名在学校食堂吃早餐	（早餐费10元每天，按照学期收费）		
班主任意见			
学校审核意见			

须知：

- 1、遵守《住宿管理规定》并签字（见反面）。
- 2、报名时需及时缴费
缴费方式：学生中国银行卡，银行统一扣费；
缴费截止日期：2018年5月31日；
缴费咨询电话：0512-67678405；
- 3、学生宿舍产权为独墅湖高教区科教公司，学校代办手续。住宿确认后，该学期所交住宿费概不退还。

本人及家长同意遵守《住宿管理规定》及以上条款

学生签名：

家长签名：

苏州工业园区领科海外教育学校
2018. 8. 20

The Ulink Boarding Handbook is a living document. As such the School reserves the right to amend, suspend, or add new rules or guidelines to the current policies in order to respond to any new challenges faced by the Ulink community.

Ulink寄宿手册是学校的动态文件，为了适应新的发展挑战学校对现有政策保留修改，终止和增添规则和条款的权利。

Thank you for your contribution to the school's continuous development.

非常感谢您为学校的持续发展所做的贡献。

Ulink Boarding Handbook

Ulink寄宿手册

First Addition

首附版

2018 Version

2018 学年