



**CANADIAN**  
INTERNATIONAL SCHOOL OF  
**SHEN YANG**  
沈阳加拿大外籍人员子女学校

## **DORMITORY POLICY AND PROCEDURES**

**2021-2022 (expanded edition)**

Effective start date: January 1, 2021

# CIS Shenyang DORMITORY POLICIES

The dormitory management system includes CISS Code of Student Conduct and Discipline Regulations. The purpose of this management system is to maintain the safety of all students living on campus, regulate their behaviors during the school period, and guarantee their healthy development of body and mind.

This regulation ensures that students enjoy a healthy learning and social environment during their stay at school. Students should feel privileged to be part of the school and we expect all students to abide by the rules and regulations of the school upon admission. Abiding by the school rules and regulations will aid students in the future by providing them with the knowledge and understanding of how to be a law-abiding citizen in society. Any serious violation of the school rules will be dealt with by the principal herself, and the result will be reported to the school administration for filing.

The implementation of the dormitory management regulations requires the cooperation of the parents and the school to avoid any problems for students, and to create a good living and learning environment for the students.

## Anti-Bullying Policy

**If the following behaviors occur:**

- 1. For the first time:** It will be directly dealt with by the principal, and three to five days of independent study and reflection will be conducted in the principal's office;
- 2. For two or more times:** Students will be directly dealt with by the principal. Students will be suspended from the dormitory for one week, parents/guardians will be informed via email, and the transgression will be recorded in the students' archives.
- 3. If the case is serious and repeated:** The student will be suspended or expelled from the dormitory, and the result will be reported to the administrative department of the school for archiving.

**Mission Statement:** Everyone at the Canadian International School is committed to making our Dormitory a safe and caring place for all. We will treat everyone with respect and refuse to tolerate bullying in any form at our school.

**Our school defines bullying as:** The one who bullies and the one who is being bullied are in a relationship that persists over time and is deliberate. The relationship is characterized by: intolerance towards difference, an imbalance of power and continuing fear and distress that the victim feels, even when the bully is not there. In this way, bullying differs from random acts of inappropriate behavior.

**Examples of Bullying include:**

- Excluding others on purpose or trying to get others not to talk or hang out with someone.
- Hurting someone physically by hitting, kicking, tripping, pushing and/or shoving.
- Interfering with another person's property by stealing, hiding, damaging and/or destroying it

- Ganging up on someone
- Using offensive names or teasing in a hurtful way
- Using put-downs, such as insulting someone's race, the language they speak, sexual orientation, belittling other's abilities and/or achievements
- Inappropriate sexual contact
- Making suggestive comments, whistling suggestively or other forms of sexual harassment and/or abuse.
- Spreading rumors about someone or their family
- Ridiculing another's appearance
- Forcing others to act against their will
- Writing offensive notes or graffiti about others
- Cyberbullying - Bullying through text messages, WeChat, chat rooms, message systems (MSN Facebook), e-mail and/or personal web pages

## **Dormitory Electronics Policy**

*THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ELECTRONIC DEVICES.*

**If the following provisions are breached:**

**1. First offense:** electronic equipment will be confiscated and taken to the principal's office.

Students involved will be warned, and the confiscated devices will be returned the next working day.

**2. Second offense:** the electronic equipment will be confiscated and taken to the principal's office.

Parents/guardians will be informed by email that the student involved will receive a second written warning.

**3. Third violation:** electronic devices will be confiscated and taken to the principal's office for parents or guardians to pick up. The students involved will not be allowed to use the above electronic devices in the dormitory thereafter.

**4. For those who repeatedly violate the following rules and fail to change after repeated instruction:** They will be directly handed over to the principal, their parents/guardians will be informed by email, they will be suspended from the dormitory for one week, the transgression will be recorded in the students' files, and the results will be submitted to the school administration department for filing.

### **1. Cell phones**

Mobile phone use is **permitted only in the designated times. (see dormitory daily schedule)**

Dormitory Supervisor will collect cellphones and place them on charge in the Supervisors Room.

### **2. Laptops, Tablets and Video Devices**

Students are allowed to use the above devices at the times designated **(see dormitory daily schedule)**

The use of electronic translators and calculators, not on a cell phone, are permitted - translation software and calculators on devices other than mobile phones are allowed.

The dormitory administrator will take the laptops, tablets and other video player devices to a room for unified charging and storage at the specified time.

### **3. It is forbidden to use electronic products to watch adult films**

Students are not allowed to use any electronic devices to watch any form of adult films in the dormitory.

When using electronic products in the dormitory, students should accept the supervision of the dormitory administrator and teachers at any time, and should not obstruct or refuse the supervision.

#### **Note:**

**1. Students who do not bring mobile phones, laptops, tablets or other electronic devices must be issued a letter by their parents or homeroom teacher to prove it.**

**2. Parents who allow students to keep the above electronic devices by themselves, and do not need the dormitory administrator to keep them in uniform, must provide a written explanation to the school.**

## **Damage and Vandalism**

Students who damage and/or steal the school or other people's property will be directly dealt with by the principal and provide compensation for the item/s damaged or stolen. Furthermore, their parents/guardians will be informed via email and the transgression will be reported to the school administration department for filing.

## **Food Delivery Policy**

The school has banned takeaway food, pungent food (such as stinky tofu and durian) and dangerous convenience foods (such as self-heated hot pot).

Those who violate the rules continuously and do not change will be directly handed over to the principal, parents/guardians will be informed via email, and the result will be reported to the school administration department for filing.

## **Any Drug or Alcohol Use**

**If a student is found to have violated the following rules, he/she will be directly dealt with by the principal, parents/guardians will be informed by email, the transgression will be recorded in the student's file, he/she will be suspended from school, suspended from class or expelled, and the result will be reported to the school administration department for filing.**

1. It is forbidden to buy, hold or resell prohibited drugs and/or related tools for drug abuse;
2. It is forbidden to buy, hold or resell alcohol and alcoholic drinks.

## **Dangerous goods**

**If the following provisions are breached:**

**1. For the first time:** It will be directly dealt with by the principal, dangerous goods will be confiscated, and three to five days of independent study and reflection will be conducted in the principal's office;

**2. Twice or more:** Directly dealt with by the principal, parents/guardians will be notified via email, the student will be suspended from the dormitory for a week, the transgression will be recorded in the student's file, and the results will be submitted to the school administration department for archiving.

1. Flammable, explosive and/or toxic articles are prohibited;

2. It is prohibited to possess daggers, spring knives with self-locking devices, and other similar single-edged and double-edged knives.

3. Other than knives under control, sharp and blunt tools, such as kitchen knives, table knives, fruit knives, tool knives, slaughtering knives, axes, shovels, picks, long scissors and so on, which may endanger personal safety are prohibited.

## **Language policy**

**During the period of school (including the accommodation period), students are forbidden to use bad language, uncivilized language or contradict teachers.**

**Violation of the above provisions:**

**1. First offense:** Students involved will be warned.

**2. Second offense:** Parents/Guardians will be notified by email and the student will receive a written warning.

**3. Third violation:** Parents/Guardians will be informed by email. Students will have three to five days of individual study and reflection in the principal's office depending on the seriousness of the case.

**Dormitory Procedures Monitored Daily By Staff:**

1. Students must keep all clothing and food stored in their cabinet In their room.
2. Beds must be made properly before breakfast.
3. Students must keep their room clean and tidy each day.
4. Students are not permitted to run and play loudly in the dormitory.  
That is what the outdoor play fields and gymnasium are for.
5. Students must wear their proper uniform to school each day.
6. Students must separate their garbage into the recyclable and non-recyclable bins
7. Students must obey the Dormitory Supervisor on duty

**Daily Schedule:**

16:40 – 17:00	Go back to dorm to change out of school clothes
17:00- 17:30	Free time to rest and relax with phones and Computers
17:30-18:00	Dinner in Cafeteria
18:00- 18:30	Clean Teeth and relax
18:30-19:00	Sports / Games Recreation / Music / TV (Different Activity Each Night)
19:00 20:30	Do Homework and read in the room – Quiet time
20:30- 20:40	Turn all Phones and Notebooks in to the Dorm Supervisor
20:40-21:00	Shower or Wash and prepare for bed.
21:45	Bedtime- Lights out

**Morning Routine**

7:00- 7:20	Wake up - Wash and brush teeth
7:20 -7:50	Breakfast
7:50 – 8:10	Prepare Proper Uniform and get PE Clothes and all books for the day.
8:10 -	Go to School

Note: Times above are subject to change

**Students will not return to their rooms without permission from their Homeroom Teacher**

Please sign below indicating that you fully understand, agree and discussed with your child the Policies and Procedures outlined in the DORMITORY POLICIES AND PROCEDURES designed to provide a safe, secure and educational environment for your child at our school residence.

Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_