



Washington International School in Taichung

Notice on the Use of Electronic Devices in Student Dormitories

Personal belongings: Please mark and properly store all personal valuables. Use electronic devices according to regulations to avoid penalties.

Electronic device usage: Upon returning to the dormitory after a break, please immediately label your electronic devices (collectively referred to as 3C products) with your name and hand them over to the dormitory teacher for safekeeping. The devices will be returned to students by the dormitory teacher for use in the dormitory area only from 9:30 PM to 10:00 PM. The primary purpose of using the devices is to contact parents and report safety. On weekends and holidays, devices can be collected from the dormitory the morning before.

Safety checks: Regular or irregular safety checks of dorm rooms (individuals) and floors are conducted according to the dormitory regulations jointly by the Student Affairs Office, dormitory teachers, and student leaders.

Table 1: **Student Dormitory Daily Schedule.**

Time	Activity
6:50-7:10	Wake up, wash up, and tidy up dorm room (finish by 7:00 AM)
7:10-7:50	Breakfast is served in the cafeteria until 7:40 AM
7:50-8:05	Head to your classroom after breakfast to help with setup or cleaning
8:10-17:10	Follow the school schedule and attend classes
17:10-17:40	Residential students have dinner and roll call in the cafeteria after school (meal pick-up ends at 5:25 PM)
17:40-18:10	<i>Night-Class break time, head to the designated classroom</i> (Unwell students should visit the doctor)
18:10-19:10	First self-study session in a designated classroom (Unwell students should visit the doctor)
19:10-19:25	15-minute break after self-study
19:25-20:40	Second self-study session in a designated classroom (Unwell students should visit the doctor)
19:40-20:40	Physical activity time: Male dorms: Mon & Wed. Female dorms: Tue & Thu.
20:40-20:50	End self-study. Return to dorm and wash up (must return to dorm by 20:50 PM)
21:30-22:00	Students receive their phones and can contact parents
22:00-22:10	Lights out after phones are collected. Please ensure all personal needs, including hygiene, bathroom use, hydration, and laundry, are completed before bedtime.
22:10-22:40	After lights out, please remain quiet and refrain from entering or leaving the dormitory.
22:10-23:00	Grade 7-8 and 10-11 students may apply for self-study until 23:00. During regular exams, can be extended to 24:00. Quiet hours and the schedule for the next day's classes must be respected. (Violations may result in a warning.)
22:10-24:00	Grade 9 and 12 students may apply for self-study until 24:00. Quiet hours and the schedule for the next day's classes must be respected. (Violations may result in a warning.)

Washington International School in Taichung

Student Dormitory Regulations and Resident Life Convention

Article 1. Accommodation Period and Application for Withdrawal

1. Students are granted semester-long accommodation and must have a valid reason to withdraw mid-semester. Applications for winter/summer break or next semester housing open one month before the current semester ends.
2. Students who find dormitory life unsuitable may apply for withdrawal and refund within one month of moving in.

3. Withdrawal Procedures

i. **Application Process:**

Dormitory withdrawal requires the student to collect a "Withdrawal" application form from the dormitory teacher and have it approved by parents, homeroom teacher, dormitory staff, Dean of Students, General Affairs Office, and the Principal.

ii. **Disciplinary Action:**

Repeated rule violations, ignoring warnings, or major infractions will lead to disciplinary action and a self-reflection form. Two minor demerits or three dorm violation notices (including cooperation records) trigger immediate withdrawal notification and parental contact.

4. Leave of Absence

Students may leave the dormitory overnight only after obtaining parental consent and completing the prescribed leave procedures.

- i. **Sick Leave:** Evening doctor visits require permission from the dormitory teacher and parental confirmation (pick-up or school escort). The dormitory teacher will accompany the student and return them afterwards. Daytime doctor visits follow regular student procedures.

ii. **Personal Leave:**

- A. For personal leave, resident students fill out the "Student Leave Card" and "Residential Student Leave/Exit Form," obtaining signatures from both the homeroom teacher and dormitory teacher before submitting them to the Student Affairs' Office.
- B. On holidays and Fridays after school, resident students depart with non-residents (school bus or parental pick-up).
- C. Resident students absent from school require parental notification and written documentation for leave.

- iii. **Unauthorized Leave:** Unauthorized dorm departures will result in disciplinary action, ranging from demerits to expulsion, depending on the severity.
- iv. **Vacation and Return to School**
 - A. Vacation: The dormitory closes during vacations. All residents must return home and cannot stay.
 - B. Return to School: Return to the dorm on the holiday between 6:00 PM and 9:00 PM. A roll call is at 9:30 PM. Inform the dormitory teacher of any late arrivals beforehand.
 - C. Contact Numbers:
 - Student Affairs Office: (04) 23934712#126 or 0937-260719
 - Dormitory Office: (04) 23934712#155 (Boys' Dormitory), 156 (Girls' Dormitory)
 - Girls' Dormitory Ms. Kuo: (04) 23934712 # 151 or 0912-351517
 - Girls' Dormitory Ms. Wang: (04) 23934712 # 153 or 0935-493798
 - Boys' Dormitory Mr. Lin: (04) 23934712 # 152 or 0989-803540
 - Boys' Dormitory Mr. Yeh: (04) 23934712 # 154 or 0919-828580
- 5. Safety Checks:
 - Student Affairs Office will conduct irregular safety checks or roll calls. The General Affairs Office will conduct fire and repair checks.
 - Disaster evacuation drills or safety seminars will be conducted regularly each semester.

Article 2. Dormitory Life Regulations Summary

1. Student Dormitory Schedule:

(See attached table 1.)

2. Living Covenant:

(A) General Covenant:

1. Fixed bed assignments are mandatory; sharing beds is prohibited.
2. Cherish public property; compensate for damage or soiling. Intentional damage will result in disciplinary action.
3. Adhere to the schedule and develop good living habits.
4. Maintain quiet; avoid disruptive behavior. No visiting other beds/dorms after 10:30 PM.
5. For electrical safety, hot pots, appliances, and unauthorized extension cords are strictly prohibited.
6. Avoid bringing valuables and cash to school; ensure proper safekeeping.

7. Students are **prohibited from**: gambling, smoking, fighting, alcohol consumption, inappropriate games/reading materials, and excessive physical intimacy.
8. Excessive gender relationships and physical contact are prohibited.
9. Students are prohibited from bringing or keeping any pets.
10. Mobile devices must be labeled and stored safely with teachers. Use limited to 9:30-10:00 PM, return on Fridays/Saturdays.
11. Mobile devices for academic use must be registered and stored with teachers. Usage outside designated hours requires approval.

Poor dorm performance may lead to waitlisting or application rejection.

(B) Catering Covenant:

1. All residential students must participate in the catering group and eat at the student cafeteria. (vegetarians, please specify).
2. To maintain hygiene and health, takeout food is prohibited. Parents bringing food should limit it to personal portions.

(C) Night Class Covenant:

1. Students must attend evening rest and night class on time and apply for leave if absent due to special circumstances.
2. During night class, focus on studying; refrain from unrelated work.
3. During night class, students must dress neatly, wearing only the school uniform or sportswear.
4. Ball games are prohibited during night class breaks.

3. Internal Affairs Regulations and Inspection:

(A) Internal Affairs Regulations:

1. Keep bookshelves tidy, desks clear, chairs uncluttered, and chairs pushed in upon leaving.
2. Neatly fold quilt and place at bed head. Keep the bed clear of other items.
3. Wardrobe: Clothes, hair dryers, packages, boxes, etc. should be placed neatly and cleanly.
4. Before leaving the dormitory daily, tidy up and turn off the power source.

(B) Internal Affairs Inspection:

Regular inspections by dormitory staff and student leaders, and irregular inspections by faculty. Rewards and punishments apply.

Article 3. Dormitory Student Rewards and Punishments Implementation Details (Excerpt):

1. Commendation

Students who meet any of the following criteria will be awarded one or two commendations:

- (1) Exemplary dorm cleanliness and order.
- (2) Outstanding adherence to dorm rules and regulations.
- (3) Demonstrated enthusiastic service with specific examples.
- (4) Other praiseworthy actions.

2. Minor Merit

Students who meet any of the following criteria will be awarded one or two minor merits:

- (1) Dedicated service as a dormitory leader.
- (2) Helping classmates overcome difficulties with specific examples.
- (3) Promptly reporting issues that benefit the dormitory community.
- (4) Actively maintaining public facilities for the benefit of the dormitory.
- (5) Other acts worthy of recognition.

3. Warning

Students who meet any of the following criteria will be issued one or two warnings:

- (1) Minor violations of dormitory rules and regulations.
- (2) Minor violations of the dormitory covenant.
- (3) Minor violations of dormitory internal regulations.
- (4) Minor disruption of the living environment.
- (5) Minor defacement of walls or public facilities, or unauthorized hanging of clothes.
- (6) Other actions justifying a warning.

4. Minor Demerit

Students who meet any of the following criteria will be issued one or two minor demerits:

- (1) Repeated violations of dormitory rules and regulations despite repeated warnings.
- (2) Repeated violations of the dormitory covenant despite repeated warnings.
- (3) Repeated violations of dormitory internal regulations despite repeated warnings.
- (4) Disobeying instructions from dormitory leaders with specific examples.
- (5) Minor disruption of dormitory order or damage to public property.
- (6) Possession of inappropriate publications or prohibited items.
- (7) Disobeying instructions from teachers and staff with minor consequences.
- (8) Other actions warranting a minor demerit.

5. Expulsion

Expulsion and disciplinary action will occur for:

- (1) Serious disobedience to teachers and staff.
- (2) Repeated, severe violations of dorm rules, public rights, or order.
- (3) Climbing or scaling doors and windows.
- (4) Theft of others' property.
- (5) Assault, threats, or extortion towards classmates.
- (6) Other actions justifying expulsion.

- **6. Handling of Violations**

Violations of dormitory rules may result in warnings, deduction of honor points, and completion of misconduct/disciplinary forms. Reports will then be forwarded to Student Affairs for further action according to school guidelines.