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Welcome to Boarding

Dear Parent

We are delighted to welcome you and your child to Junyi!

It is such an exciting time to be at our school. Our student numbers continue to grow and our new buildings and facilities are complete – including the new Senior Boarding Section and our magnificent Performing Arts Center. In addition, this year ten Junyi students are studying overseas. Five are in IB programs at UWC colleges in Costa Rica, Bosnia, the Netherlands, Canada and Germany while another five are pursuing tertiary qualifications in the USA.

Even as we celebrate their success, these graduates serve to remind us of our goals here at Junyi - to create learning opportunities that offer self-discovery and build character; to expose our students to international learning environments; and to empower them with the ability to communicate in English - so that our students graduate and leave not crammed with information but rather armed with effective tools and clear principles to assist and guide them.

Thank you for joining us on this shared journey.

Kind Regards

Anthony Cluver

Vice Principal (International)

致親愛的均一家長們：

這是個讓人振奮的時刻，我們學校的學生數逐漸成長中，校園內的新建築、硬體設施也完工，包含高中部獨立宿舍、藝文中心。此外，這幾年均一學生開始到海外求學。目前已經有五位同學到哥斯大黎加、波西尼亞、荷蘭、加拿大和德國就讀世界聯合書院(UWC)爭取國際文憑課程(IB programs)，另外五位則在美國專攻社區大學專業科系。

即使我們正慶賀每個優秀畢業生的成功，這也提醒了我們，均一的願景及目標—創造均等學習機會、提供自我發展及形塑出自我特色的教育環境；給予一個與世界接軌之多元化國際學習環境，並賦予英語溝通之能力。因此，我們的學生畢業時不會被塞滿複雜難懂的訊息，而是擁有了最有效的工具和清楚易顯的原則來正確引導並協助他們的未來。在均一教師與學生互動中，我們希望幫助學生更了解自己，並適時地用新的構想與他們溝通，並總是鼓勵關心他們。

非常感謝家長您與您的孩子加入均一大家庭。

Kind Regards

Anthony Cluver

Vice Principal (International) 副校長

Contact Details 聯絡資訊

臺東縣均一國際教育實驗高級中等學校 Junyi School for Innovation
中興路二段366巷36號 No. 36, Lane 366, Section 2, Zhongxing Road
台東市 Taitung City
台東縣 Taitung County

Telephone 學校電話: 089-223301

Email 學校信箱: info@junyi.tw

Website 學校網站: www.junyi.tw

Website 網站資訊

The school website is an important first stop for any important notifications from the school.

School Calendars, with details about School and Boarding events, are issued each semester and posted on the school website for parents. They include dates of School Terms, Parents' Evenings and holidays.

Most of our school communication is now posted on our website so we ask you to consult this regularly.

The majority of letters will be sent to you via email so please ensure that we have your most up to date email address. School Reports are mailed to your postal address. Please notify us as soon as possible if your address changes.

學校網站是了解學校重要資訊的第一站，從學校行事曆、住宿生活動、及各學期日期、家長座談會暨學校校內外活動及放假日期等資訊皆已張貼於本校網站上煩請家長隨時察看。

大多數的訊息將透過電子郵件發送給您，因此請確保我們擁有家長您的最新電子郵件地址。學生成績單及相關學校資料將會郵寄至您的住家，如您的通訊地址有變動，請盡速聯繫學校協助更正。

Boarding Houses 宿舍聯絡資訊

Boys Boarding 男生宿舍

Mr Cho Ke Wei /克偉老師 ckw0731@junyi.tw

Mr Ming Chang /銘樟老師 minzhang.huang@junyi.tw

Girls Boarding 女生宿舍

Ms Xiao -Ping / 曉萍老師 sauljaljui.lu@junyi.tw

Ms Chu-Zhi /秋枝老師 chiuchih.li@junyi.tw

Student Discipline Section 生活輔導組

Military Office 教官室

Maj Wang 王教官 Ext 304 buer.wang@junyi.tw

Emergency Phone緊急聯絡電話 0912-958350

The Health Center健康中心 Ext 305 (08:00 to 17:00 Monday to Friday)

Vice Principal Anthony Cluver 副校長 Ext 701 anthony.cluver@junyi.tw

Boarding Philosophy 宿舍理念

Junyi School of Innovation aims to provide an enjoyable boarding experience through:

- Excellent pastoral care including the promotion of physical and mental health and emotional well-being.
- Excellent accommodation that is comfortable and suited to the needs of boarding, according to age and maturity, and which provides reasonable levels of privacy.
- Excellent study, leisure and recreational facilities.
- A safe and healthy environment, free from dangers and hazards.

均一國際教育實驗高級中等學校透過以下方式為提供愉快的寄宿體驗：

- 最優質的關懷與支持，包括學生身心健康促進和情緒關懷。
- 根據年齡和學生情況提供適性合理的隱私空間，及提供優質舒適的住宿環境。
- 優質的學習環境、休閒和娛樂設施。
- 一個安全免於危險危害的環境。

In addition, we believe that boarding greatly enhances the overall development of each student.

Therefore, the School also aims:

此外，我們相信住宿生活能為學生提供全面發展，本校同時也期望：

- To develop the whole person and to prepare a pupil for his or her future life at university and beyond.
- To produce an open and trusting atmosphere in which each boarder feels able to approach a member of staff or other boarder confident that he or she will be treated and respected as an individual.
- To create a supportive atmosphere of cooperation, tolerance, kindness and trust in which teasing, harassment and bullying will find difficulty in developing.
- To create and provide well-structured and supervised study conditions in the evenings so that a boarder may find it easy to work.
- To provide a range of opportunities that will assist in the cultural, social and personal development of each boarder.
- To develop a sense of responsibility in each boarder.
- To provide opportunities for leadership and teamwork.
- To create an atmosphere where boarders and staff can relax together and enjoy the benefits of community life.
- To introduce new boarders to the community with kindness and sensitivity and to offer every possible support and encouragement.

- 讓學生能有個人完整發展，並且幫助他們準備進入大學生涯或更長遠之未來。
- 營造出開放及信任的氛圍，讓住宿生能有自信接觸宿舍生活老師及其他住宿學生，並學習尊重每一個人。
- 創造出支持及合作氛圍，具備了寬容心、善良及信任，使校園中不容易出現霸凌、騷擾等行為。
- 在晚間學習時間提供良好的學習環境及監督管理，讓住宿生能在舒適地環境中學習。
- 提供廣泛的學習機會，幫助每位住宿生在文化上、社會上及人格上的正向發展。
- 培養住宿生良好責任感。
- 提供學生團體合作及領導機會。
- 創造讓住宿生與宿舍生活老師共同享受的社群環境、氣氛。
- 用愛、仁慈和細膩的心來歡迎新的住宿生到來，並提供各方面的支持及鼓勵。

Boarding in Practice 宿舍運作

Houses and Rooms 宿舍規劃

There are three boarding houses: Girls, Boys, Senior. In line with best practices of International Boarding Schools and the structures that we have in place, boarders will share rooms with students of the same age as far as possible - except where the student holds a leadership role. There is also the opportunity for seniors to stay in Senior Independent Boarding - based on performance and responsibility roles in the day school/boarding. Senior students in regular boarding may also be allowed to study in their rooms- again based on performance in the day school and boarding environment.

The Boarding Council awards rooms in Senior Boarding. In Regular Girls and Boys Boarding the Military Discipline Officer together with the Boarding Staff decide on room allocations - in conjunction with feedback from the Counseling Department. The Senior Boarding Application form is available as an addendum in this handbook.

本校目前有三棟宿舍樓：女生宿舍，男生宿舍，獨立宿舍。根據國際寄宿學校的架構與經驗，孩子會和年紀相符的孩子一起生活在同一房間為原則，擔任領導者除外。高中部學生有機會可入住獨立宿舍，但這會基於學生在學校及宿舍的態度表現。獨立宿舍申請會由宿舍委員會做審查，一般男、女宿舍將會由教官與宿舍生活老師安排床位，並參考輔導室人員意見。獨立宿舍申請表請參考附件。一般高中住宿生也有機會在自己寢室讀書，這部分將會評估學生平日課堂表現及住宿行為。

Staffing 宿舍工作人員團隊

The boarding houses are overseen by the Boarding staff. They in turn are supported by interns and gap year students. This boarding team act 'in loco parentis' and are responsible for the safety and wellbeing of the almost 300 boarders at Junyi. Boarding staff are also supported in the evenings by day staff teachers who help students during evening study time.

全部宿舍由宿舍人員團隊做監督管理。學校聘管之實習生和大學預備生有時也會協助宿舍生活老師團隊。此宿舍生活老師團隊以「代理父母」的理念身分，來管理均一住宿大家庭裡近300名住宿生之幸福與安全。學校教師也將於晚間學習時至宿舍協助學生，並為宿舍團隊提供良好支持。

Accommodation and Facilities 宿舍與設施

Boarding houses have good facilities, lounges and computers with internet and email provision. Students are generally accommodated in rooms with children of a similar age, in which they have their own personal space and storage facilities. Boarders are able to use our spacious dining halls for evening study and can use our school classrooms, sports courts and our performing arts center for afternoon and evening activities.

宿舍有良好的設施，休息室、電腦網路和電子郵件服務。通常學生會和其他年紀相近的孩子在同個住宿房間，房內有個人空間和置物櫃等設施。住宿生會使用寬敞餐廳來進行晚間自修學習，及運用學校教室、運動場和其他學校空間進行下午和晚間活動。

Communication with the School 學校溝通平台

Communication between Parents, Day School and Boarding 家長與日間學校、宿舍之溝通

For all matters pertaining to a pupil's wellbeing, the first contact point is the homeroom teacher. For questions related specifically to Boarding you are also welcome to contact the Boarding team - or the Military Discipline Officer who directly oversees the boarding program. Parents are always welcome to make an appointment to see the Military Discipline Officer on any matter of special interest or concern, usually after consulting the Homeroom teacher, Boarding team or Counselling Department.

對於與學生身心健康有關的所有事項，第一個聯絡人是班導師，您可以透過電子郵件、LINE或是電話與班導師聯繫。如有跟住宿相關問題歡迎聯絡教官或是宿舍生活老師，在與班導師、宿舍老師或是輔導人員見面後如家長還有相關疑問，隨時歡迎跟教官、副校長預約諮詢。

Communication for Boarders 和住宿生之間的溝通

It is hoped that the caring environment of each Boarding House encourages pupils to talk about any concerns or problems openly with Boarding staff. Boarders are encouraged to contact any member of staff with a problem, no matter how small it may seem.

Boarders are encouraged to keep in regular contact with parents, relatives and friends by phone or message. Pupils are permitted mobile phones - especially for daily contact with home - though there are strict rules about their use during the School day and evening.

我們所期望的溫馨住宿環境是每位住宿生能夠對於住宿生活老師傾訴他們的疑慮或問題，隨時歡迎住宿生與任何一位住宿生活導師聯絡，即時是微小事件。

在白天上課期間和晚上住宿時都有對手機嚴格的規定，回到宿舍時允許學生使用手機(特定時間內) – 讓學生能保持與家庭、親人或朋友間的聯繫。

When contacting the school, you are welcome to communicate with us in either Chinese or English.

我們歡迎家長您隨時與學校聯繫，我們將提供中文或英文的服務。

Pastoral Care at Junyi 全方位生活輔導

Secondary Homeroom teachers 中學部科任教師/導師關懷系統

All students are allocated a homeroom teacher. The homeroom teacher monitors a pupil's academic performance, extra-curricular program and personal and social development. The homeroom teacher acts as a catalyst enabling pupils to gain maximum benefit from their time at Junyi. Students will spend time with their homeroom teacher each morning, at lunch and during certain afternoon activities.

所有學生會分配到一位班導。其班導會特別關注其學生學習表現、社團活動、個人及團體關係之發展。我們期望每位班導就像催化劑的角色一般有正向的影響，讓學生在均一學習期間得到最大的學習效果。而學生也將在會與班導師每天會共度早自習，午餐時間和某些下午的活動。

Counselling Department 輔導關懷支援系統

The Counselling Department supports the Junyi pastoral program by providing students with life skills and competencies necessary as they develop personally and academically. In addition, this department responds to direct concerns of students who may need help dealing with situations such as: Transitions (new students / departing students); Friendships and peer relationships; Stress management; Time management and organization; Self-esteem; Social development and Family issues.

輔導室將為學生提供生涯探索和發展輔導、以及心理層面輔導。此外，學校的輔導系統還會對可能需要直接幫助的個案學生作出相關支持輔導：像是轉學生、新生、離校生、學生人際關係、壓力管理、時間管理和組織、青少年自尊發展、社會發展和家庭問題等。

Boarding Team 宿舍團隊

The Boarding staff are a constant presence in the boarding houses and engage with students in a multitude of roles - as teacher, as mentor and guide, as study assistant and of course "in loco parentis" - as parents. They are ready to assist and support Junyi students at all times.

宿舍生活老師將無時無刻在宿舍中關心學生生活起居，並以多種角色支持、參與學生生活——作為教師、指導員；作為孩子的學習助手；當然也像是校園中的「代理父母」。

There is also a system of Boarding Leaders/Prefects who are there to listen to younger pupils. Many children feel happier talking to their peers about their problems than to an adult so this peer support service is of crucial importance.

我們並會安排宿舍高年級生擔任宿舍領導者，也有樓長組成的幹部系統，因為這可以聽取年輕學生的寶貴意見並互相學習信任。許多孩子與較容易與同儕談論他們本身的問題、心情，有時這可能會比和老師談更愉快，因此同伴支持服務系統在宿舍中相當重要。

Discipline Policy 生活公約

The School expects all students to observe high standards of behavior. These expectations aim to encourage self-discipline, personal responsibility, trust and an awareness of the needs of the community.

We place particular emphasis on excellent relationships between staff and pupils as a foundation for good discipline.

The School makes its rules clear to students. Rules are explained regularly to students by the Military Discipline officer, homeroom teachers and boarding staff. Certain offences are dealt with very firmly.

學校期望每位學生對自己的行為有相當的要求標準。學校訂下的生活行為公約目的是鼓勵學生有良好的自我約束、責任感，對於整個團體生活上，這是一種彼此信任並學習對他人承諾的認知。我們也特別著重良好的師生關係，並以此做為引導學生良好行為的基礎。

本校(均一)針對生活公約為學生擬定了很清楚明確的規定。學校任聘之教官，班導師和專職宿舍生活老師也將定期向學生說明生活規則及良好行為公約。本校對觸犯嚴重違規行為(或嚴重影響校譽之行為)將秉公處理，絕無特例。

There are several areas of the rules that should be highlighted here:

在此有幾個重要規則需特別強調:

Money: We emphasize to all pupils that they should not carry or leave in their classrooms/boarding rooms significant sums of money. This should be kept in their safe or given in at the Boarding Office.

金錢：我們特別向所有學生強調，學生不應攜帶大量現金或把錢留在教室內、宿舍裡，以免遺失造成雙方困擾。請妥善保管個人金錢，有必要時可請宿舍生活老師代為保管。

Cars: No students may bring cars or motorcycles/scooters to school.

駕車/騎車：禁止學生駕駛或騎乘轎車(類)、摩托車/機車，成年後並考取駕照須騎乘機車者，須另行向學校申請。

Personal Safety: We have strict rules regarding when students may leave the day school and when boarding pupils can be out of their Houses in the evening. These rules are designed for safety of our students. Regular roll calls are taken.

個人安全：當學生在日常上課期間離校或在晚間離開宿舍，我們有嚴格的請假規定。這些規定在確保每學生的安全及行為，我們會定時做確認點名。

Smoking/Alcohol/Narcotics: Smoking is against the School Rules and not permissible anywhere on the campus. The possession or consumption of alcohol or narcotics on campus is strictly forbidden. No pupil is permitted to bring any prohibited items to School.

吸煙，喝酒，毒品類：吸煙即是違反學校規定，校園內任何地方都不允許吸煙，也嚴禁在校園內擁有或飲用酒精或毒品類物品，沒有學生是被允許可攜帶任何有害物品至學校。

Mobile Phones: There are very strict rules in place which govern the use of mobile phones during the school day. They can be used in lessons and at certain times of the day at the discretion of the teachers. In Boarding all students up to and including Grade 12 will be expected to hand in their phones and

devices at night. This is due to the negative effect that screens have on sleep. Students will then be allowed to take them out at a sensible time in the morning.

智慧型手機/平板電腦/筆電：在上學期間，有非常嚴格的規定來管理智慧型手機/平板電腦/筆電的使用。它們可以在課程中使用，也可以在特定時間使用，但需經由該專任教師或導師決定何時使用。在宿舍中所有學生每天晚上都需要繳交個人智慧型手機/平板電腦/筆電，因為這些電子產品可能影響學生睡眠品質。學生可以在早上時將電子產品取回。

Bullying. The School's policy is clear and pupils are regularly reminded of its contents. Any form of bullying is abhorrent, damages individuals, demeans all involved and strikes at the heart of the community. All staff are aware of the need to be vigilant. No child should be unhappy at school because of any form of bullying, physical or verbal.

校園霸凌：本校校規明確規定及不斷提醒學生，任何形式之霸凌行為都是大家所深惡痛絕且禁止發生在校園的。學校不允許損害個人、貶低所有師生並打擊校園核心精神的霸凌情形發生。沒有孩子該因為任何形式霸凌(言語、肢體)在學校感到不快樂。

Consequences of Poor Behavior 不良行為後果

The School Rules are published separately and will be available on the School website. In addition, there is a Boarding House rule system. Our system of discipline is based on mutual respect between staff and pupils, encouraging clear and high expectations, framed by the need to live harmoniously in a community. The Military Discipline Officer and Boarding team operate a discipline points system that offers appropriate responses aimed at correcting poor behavior. And the school encourages any student that has made an error but is willing to correct his/her behavior.

Please note carefully that in the case of serious infractions by boarding students, repeated misbehavior or where the student's behavior threatens the safety of students or brings the good name of the school in disrepute - the school boarding management council will consider a range of responses up to and including Dismissal from Boarding.

學校生活紀律規則將另外出版及說明，並於學校網站上公佈。此外，本校之宿舍生活規則系統也另行公布。本校生活紀律制度建立於所有學生、教職員工及宿舍生活老師之間相互尊重的基礎上，鼓勵明確制度及對學生之高度期望，並展現在宿舍社群之間和諧生活上之各種需求。

本校教官與宿舍團隊運作一個生活紀律記點系統，目的是在糾正不良/不當甚至違紀行為。學校宗旨是鼓勵犯錯的學生能立即了解學校整體之規範及用意何在，該生也願意負責及改正他/她的行為，這也是學校期盼學生能擁有更高品質的住宿生活及具備一個成為未來優秀世界公民的條件。

如果學生有極端不當行為的情況下，如1.重複不當行為2.學生的行為威脅其他學生的安全3.學校名譽受損，宿舍委全會(均一)有權要求終止該生住宿。

Health 健康醫衛

The role of the Clinic and any arrangements for medical care are arranged through the Student Affairs Department and School Nurse. It is essential that the school is provided with accurate information about the health of any prospective student at enrollment so as to be sure that we are able to provide the correct care and support for every student at Junyi. Students are allowed to bring medication from home to school. In Boarding in cases where the medication is a controlled medicine, this medication must be handed to a boarding staff member.

學務處和學校護士會安排學生需要的醫療護理。非常重要的一項是家長必須在學生入學時向學校提供任何關於學生的健康狀況確實資訊，以確保我們能夠為均一的每位學生提供正確的護理和支持。住宿生可從自家攜帶處方藥物，但如該藥物為屬於控制型藥物，請務必繳交至宿舍生活老師或提前讓宿舍生活老師知道。

Accidents 預防意外措施

The Military Discipline Officer coordinates the health and safety procedures at Junyi. Parents will be informed of any accident involving their child and detailed records of any accident are kept.

本校教官會負責協調並維護有關均一學生的校園安全。任何涉及其子女之意外事故都將立即通知家長，並保留任何意外事故的詳細記錄。

Fire/Earthquake 火災/地震

The School has clear procedures in case of fire and earthquake. Regular drills are held with students both in boarding and during school time. All residential staff received training at the start of each academic year.

學校在發生火災和地震時有清楚明確的程序和指示。學生在住宿時和日常上課時間會依教育部規定定期舉行演習。所有宿舍生活老師在每個學年開始時前會接受完整培訓。

Safety 學校安全

The School has a Health and Safety Policy. Special regulations are in force for areas with particular hazards, such as in the kitchens and science labs. Pupils are made aware of the importance of following such rules for their own and other people's safety.

學校制定有關健康和安全的規章，這些特殊規定在容易發生危險之特殊區域裡特別是在廚房和科學實驗室裡。為自己和他人的安全，學生務必了解此規則的重要性並遵守。

Personal Possessions in School/Boarding

It is important that all personal items are named clearly. We urge pupils not to bring very expensive items to School. The School cannot be held responsible for articles that are damaged or go missing and a personal insurance policy is strongly recommended.

重要提醒：學生須標註姓名在個人物品上並清楚管理個人物品。我們會敦促學生不要將非常昂貴的物品帶到學校。學校不對個人所損壞或遺失的財產或物品負責，強烈建議可使用個人物品保險。

Lost Property 遺失物

All lost property is handed in to the Military Discipline Officer in the Student Affairs office. Valuable items are locked away. Students who have lost anything should first visit the Student Affairs Office to report the lost item and to check whether it has already been handed in.

所有遺失的財產或物品，會交給學務處的教官。有價值的物品將被鎖至櫃子保管。學生如有遺失任何東西都應先至學務處舉報該遺失的物品，並詢問它是否已被提交。

Registration Procedure and Attendance 學生點名與請假規則

In Boarding roll call is taken at 0655. A full school register is taken in Secondary Homerooms before lesson one. After school there are a number of roll calls in Boarding including during evening study, after dinner and at bedtime.

If your child is going to be absent from school, please telephone or message the Homeroom Teacher to let them know. We must be notified of absence before 08:00 am on each day that your child is absent from School.

If your child needs to leave School during the School day, please inform the Military Discipline Officer. He will issue a sign-out slip which your child should present at the guard office before leaving School premises. The adult that collects the child from school must sign a sign-out agreement sheet showing that they have taken legal care of the child and to inform us of when they are likely to return.

宿舍裡最早的點名是安排在06:55。住宿生會在第一堂課前於各班級教室由導師完成班級點名。住宿生於放學後，回宿舍期間也將有幾次點名，包括晚餐後、晚間自習及就寢時間。

如您的孩子將不在學校，請聯繫班導師並告知原因，請在您孩子欲請假之當天上午08:00之前通知本校。

如您的孩子於上課期間裡需離校，請家長務必告知本校教官。教官或學校將確認該學生完成填妥請假單做簽名核准，並於離校時繳至警衛室。

家長(成人)至本校接請假學生時，必須簽署一份監護責任書，表明將為該生做監護照顧責任並請清楚告知本校，該生何時返校。

The Dining Hall 學校餐廳

The School employs its own catering staff and offers food and service of a very high quality. Students enjoy meals cooked from a daily selection of fresh, locally sourced ingredients. Emphasis is placed on healthy-eating and menus are compiled with this in mind. Students with special dietary needs are also catered for. The Boarding and Day Student Leadership Team has the opportunity to make suggestions about the menu to the catering staff in response to student feedback.

Eating in the dining hall together with friends, classmates and teachers provides an invaluable opportunity for Junyi students to become familiar with the rules of international etiquette. The school expects students to display exemplary behavior in the dining hall during regular school days as well as during school formal dinners and graduation and celebration banquets.

學校擁有自己的餐飲工作人員和提供高質量的食品服務。學生所享用的餐點都是選自新鮮食材或當地食材。健康會是菜單編排考慮的重要依據，如果學生有特殊飲食需求的也會得到照顧。本校住宿學生幹部會有機會蒐集學生對用餐的意見，並向學校提供出有關菜單的建議。

學生會與同學和老師一起在餐廳吃飯，這為均一學生提供了一個寶貴的學習機會，可以讓他們熟悉國際用餐禮儀。學校希望學生在正常上學期間以及學校正式晚宴和畢業餐會期間能在餐廳呈現應有之禮儀模範。

Beginning and End of Terms 學期始末相關事項

We request that students respect and adhere to the published dates of the semesters and long weekends. We also ask that travel arrangements - wherever possible – avoid late night arrivals which disturb the boarding houses and distract boarding staff from important duties.

In general, students are required to return to the Boarding Houses between 4pm and 9pm the day before school starts and leave on the morning of the last day of the semester.

本校要求學生尊重並遵守每學期和週末長假的公佈日期。在學期當中，我們要求家長/學生如做旅行安排，或是其他家庭活動，應盡可能避免深夜抵達學校宿舍，這將會擾亂宿舍的安寧、品質，並會造成分散宿舍生活老師的所處重要職責。

按照正常規定，學期初時學生會在學校開學前一天下午4點到9點之間返回宿舍；在學期的最後一天早上離校。

School/Boarding Standards 學校/宿舍準則

The School follows Taiwan Ministry of Education standards to support our practices and procedures. We regularly review these as a school and also make adjustments in relation to developments in education in the US and worldwide.

本校的政策和程序皆遵循臺灣教育部標準。學校會定期審核檢討各項規則、政策，並連結美國和全球之教育最新發展情況作出適時調整。

Daily Routine 日常生活作息

If any new parents are unclear about any arrangements regarding the School Week please contact your child's Homeroom teacher. The daily routine in boarding is published in the notes at the end of this document.

如新家長您不清楚有關學校週間生活作息，請聯繫您孩子的班導師，日常生活時間表於本手冊後頁作說明。

Weekend Leave Procedures 例假日請假規定

The Junyi Boarding team is responsible for the health and safety of each student and takes their duty of care very seriously. Our first priority is the safety of those in our care and it is vital that weekend leave procedures are firmly in place and fully understood by staff, parents and pupils. There is a considerable administrative burden on boarding staff in this regard and all parents and students are asked to ensure that weekend leave procedures are followed carefully and timeously.

均一宿舍團隊負責每個學生的健康和 safety，並非常重視學生所需盡之義務。本校首要任務是照顧學生安全，所以有關學生離校程序必須堅守立場及確保程序完整，此為宿舍團隊的原則，每位家長及學生應充分理解這一點。在這方面，宿舍團隊有相當大的行政責任，我們會要求所有家長和學生認真以對，確保離校程序被確實遵守。

Weekly boarders 一般住宿生

Weekly Boarders leave School on Fridays and return on Sunday evening/ Monday morning. Please note that all other boarders have to return before 21:00 on a Sunday. If they return on a Monday, they must report directly to their homeroom teacher in class. Unless permission has been granted by the Vice Principal (International), students are not permitted to leave the Boarding Houses during the week. 週間住宿生於星期五離開學校，週日晚上或星期一(必要時)早上返回。但請注意，所有住宿生必須在週日晚間20:00之前返回宿舍。如果住宿生需在星期一返校，他們必須在於進入課堂時立即直接與該班導師報告。除非得到校方的許可，否則學生不得在週間上課期間內離開宿舍。

Weekend Boarders 假日留宿生

Weekends are flexible for full boarders. Full boarders may go out to stay with family or friends from Friday evening to Sunday evening by prior arrangement with the Military Discipline Officer. Please aim to inform the school by the Thursday before the weekend as it then gives us enough time to confirm arrangements. Last minute leave requests are often difficult to organize.

Boarders are often invited out by parents of day students or to stay with an approved guardian. There are two routes available to parents of boarders to allow this.

住宿生可自行規劃參與週末留宿。住宿生可以選擇在週五晚上至週日晚上晚間時刻，與家人或朋友一起出去，事先與教官通報並安排填寫離校單。請假程序請在週四前通知學校教官，這樣才有足夠的時間來確認、安排請假細節。如在最後時刻(當天)請假，將沒有充足時間完成請假程序跟獲得准假。

住宿生若受被通勤生的家長邀請或留在經批准的監護人家中。住宿生的父母可使用以下兩個規定來完成申請：

At the beginning of a semester a parent may nominate a guardian who lives in Taitung. This is done by completing the relevant form and providing contact information, signed permission etc.

(一) 在學期開始時，父母可以提名住在台東的監護人(須為成人)。這須通過填寫相關監護人監護責任表格並提供完整聯繫資訊，雙方簽署許可才完成此程序規定。

For a specific weekend we require a host letter/email confirming the invitation and a permission letter from parent.

(二) 對於特定的週末有安排，邀請人(成人/監護人)還是需要透過郵件/簡訊或Line與學校宿舍團隊(主要為教官)確認，受邀請學生父母也需要發郵件/簡訊或Line做許可確認。

The following guidelines are given to day parents/guardians hosting boarding students over the weekend :

以下原則適用於學生家長/假日留宿學生的監護人：

There may be times when your son/daughter invites a boarding pupil to stay with them for the weekend. This is something we actively encourage as a School, but Boarding staff members have a responsibility to ensure that the arrangements are appropriate and are in keeping with the wishes of the boarder's parents. It is particularly important to confirm that the boarding student will be under the care of an approved guardian at all times. Therefore, we would ask that you follow the following procedures:
當家長您的孩子邀請住宿生(或被邀請)與他們一起度過週末時，學校持鼓勵的立場，但學校宿舍生活老師有責任確保此行為符合住宿生父母的意願。特別重要的是需確認住宿學生是在經批准的監護人的照顧下。因此我們會要求您遵循以下程序：

The Boarding Staff Member will need a letter from you inviting the boarding student to stay by the Thursday before the proposed visit. This then gives the boarding staff member enough time to check the arrangements if necessary.

宿舍工作人員需要您發送確認郵件/簡訊/Line，讓住宿生在出發前的星期四(前)提出。之後如有必要，這將給予足夠的時間讓宿舍生活老師來安排確認。

When you collect the pupil you will be asked to sign them out using a weekend leave slip. This is a vital part of the process and is when you take legal responsibility for the care of that pupil.

該生家長或監護人到校接學生時，您將被要求簽署離校請假單。這是請假過程重要的部分，您或該監護人需承擔照顧該學生的責任。

There may be exceptional circumstances when you cannot collect a pupil and request that they take public transport to your house. Under these circumstances the boarding staff member will need to contact you to confirm arrangements and will also ask that you phone to confirm when they are in your care. This is then the point at which you take legal responsibility for them.

該生家長或監護人無法到校接學生時，並要求學生乘坐公共交通工具前往。這種特殊情況下，宿舍團隊需要與您聯繫確認，並要求您打電話確認他們何時抵達。因為您須對孩子(學生)承擔法律監護責任。

It is policy that students travel directly to your house rather than to a social event so that we can ensure that they are in your care.

這是安全規定-學生須直接到您(或監護人)的家中而不是直接去參加其他社交活動，這樣我們就可以確保他們能夠得到您(或監護人)直接的照顧。

You should also be aware that boarding students cannot travel in a car driven by another student under any circumstances.

該生家長或監護人須知道，在任何情況下，住宿學生都不能乘坐由另一名學生駕駛的汽車或機車。

When you drop the boarding student off on Sunday they will sign in with the member of staff on duty. At this point they once again become the School's responsibility.

當該生家長或監護人在週日帶住宿學生返回宿舍時，學生及家長須與宿舍生活老師做簽到。基於此，學生就會再次成為學校的照顧責任。

Further information 更多相關資訊

If you require any further information about the boarding program at Junyi please consult our website or contact the Military Discipline Officer or Vice Principal (International).

如果您需要有關均一住宿計劃的更多資訊，請諮詢我們的網站或聯繫本校教官、學務處或國際部副校長。

Junyi Boarding Expectations 均一宿舍生活期望

Important to note 重要規則

Exeats 離校許可之規定

Junyi takes full responsibility for each student's health and safety until such time they have been picked up by a parent or guardian at the school's entrance or have exited school transport on their way home. Until that time the school acts "in loco parentis" and boarding staff are required to know the location of all boarding students and that they are engaged in safe and appropriate behavior.

均一(本校)對每位學生的健康和 safety 擔當全部責任，直到學生被家長或監護人接走前或是沒有使用學校交通工具為止。在返家之前須由學校的「代替父母」宿舍生活老師知道所有住宿學生的位置及確保本校生從事安全、適當的行為。

For this reason, permission for students to leave the school campus is not granted without careful consideration. Failure to follow school procedures to leave campus - or failure to meet school requirements for acceptable behavior while off campus - will lead to sanctions as approved by School Discipline Office ranging from grounding up to and including suspension and withdrawal from Boarding. 因此，在未仔細考慮並取得離校同意書時我們不允許學生擅自離開學校校園。未能按照學校程序離開校園或在校外不符合學校規定及違反校方行為要求—學校有權依照懲處規定處分，其中可能包含禁止外出及退宿處分。

Rules for Exeats (Accompanied/Unaccompanied) 離校許可之規定 (陪同/無人陪同)

During the school week 平日正常上課期間

G12 may leave campus. Only with permission from the Vice Principal (International)

12年級生離校，需要請父母及監護人之網路郵件或訊息告知教官及學務處，並得到副校長批准才可離校。須經由副校長核准。

G10 and G11 may leave for special purpose with email or line message from parents to Vice Principal (International)

10、11年級生如有特殊理由需要離校，需要請父母及監護人之網路郵件或傳訊息給教官及學務處，並得到副校長批准才可離校。

G7 to G9 do not leave campus except for approved day school activity

7至9年級生因學校核准校外活動可離校除外，其餘原因將不得離校。7至9年級生如有特殊理由需要離校，請父母及監護人之網路郵件或訊息告知教官/學務處/副校長批准才可離校。

The following attachment is the Student Leave Application Form.

附表為本校離校外出請假單格式。

臺東縣均一國際教育實驗高級中等學校 外出請假單					
Student Leave Application__ Junyi School of Innovation					
班 級 Class		寢室 Room		姓 名 Name	
離校原因 Reason					
起迄時間 Time	自	月	日	時	分起至
	(M)	(D)		(M)	(D)
	Total (Hour)				
帶出者 姓 名 Responsible Adult		與學生 關 係 Relationship		聯絡電話 Contact Number	(家裡Home) (手機Mobile)
家長 Parents			宿舍老師 Dorm Teacher		
生輔/訓育組 Student Affairs Office			副校長 Vice Principal		
帶出者家屬親筆簽名 Signature of Responsible Adult					
備 註 Instruction	<p>住宿學生須離校時，必須填寫「學生外出請假單」，必須由家長帶始可外出，如家長無法帶，由老師確認監護人（家長）同意學生請假外出，但還是需要有家屬帶使可外出。</p> <p>帶出者家屬需親自來學校帶，並簽名以示負責。</p> <p>假日留宿外出請於週四之前完成申請；平日請於前一日申請，逾時不候。</p> <p>Students are required to complete the Leave Application before leaving school, and are required to leave only with parents or responsible adults.</p> <p>If students leave with adults other than their parents, their parents need to confirm with the homeroom teacher, dorm teacher or Student Affairs Office.</p> <p>The parents or responsible adults need to come to school in person to take students out, and sign the leave application form before leaving.</p> <p>Student leave application for weekend stay should be completed before Thursday; leave application for weekday should be completed one day before leaving.</p>				

Devices 使用電子科技設備

The use of devices - smartphones, tablets, laptops - is permitted in boarding in order to facilitate research, presentation and collaborative work.

允許住宿生為了方便作業/報告/其他團隊合作之學習時，可使用手機、平板電腦、筆記型電腦。

This privilege is awarded to high school students who have displayed the appropriate level of responsibility and integrity to work independently.

這權責制定於其國高中生能在自主管理的前提下，能展現出其負責任、誠實並自主學習的行為準則。

The use of devices for other purposes or at times not sanctioned by the school will lead to the suspension of this privilege - up to and including accessing devices only when under supervision or not being allowed access at all.

當使用電子科技設備是用於其他目的或未經學校批准而使用時，學校將立即暫停學生使用權限，其使用狀況僅限於教師或宿舍生活老師監督下，學校也可暫時保管其設備，讓該生不能使用。

Rules for Devices 本校生使用電子科技設備規定及準則

G12 students may apply to access devices unsupervised during study and before lights out. These applications are for temporary projects and considered on a case by case basis. Individual students who fail to meet school requirements for correctly using devices will have their independent study privileges suspended.

12年級生可於就寢時間前，在不被監督情況下使用電子科技設備做學習。但必須經過申請同意，副校長會根據學生個別情況作個別處理。這些申請是提供給特殊作業、研究、個案需求，當其學生不符合學校要求而不當使用電子科技設備之用途，將暫時保管設備失去獨立自主學習之特權。

G10 and G11 may only access devices when supervised.

G10和G11只能在教職員和宿舍老師監督下使用電子科技設備。

Intimate Behavior 嚴禁親密行為及性行為

The school does not support or wish to provide the opportunity for students to engage in intimate, physical behavior. Such behavior negatively impacts on the boarding environment and the personal wellbeing of fellow and junior students.

學校不支持或希望主動提供給學生產生親密地肢體行為的機會。像是任何會對宿舍環境、個人福祉或年幼學生的負面影響。

Students found engaged in intimate, physical behavior on campus will have their case reviewed by the school Gender Equity Committee. This committee will decide on an appropriate response to this situation up to and including withdrawal from Boarding.

如發現學生在校園中有親密地肢體行為，這樣的案例會由性平平等委員會來做審查。這個委員會針對此情況作出合理的回應，包含退宿。

Full Boarding Regulations 宿舍管理相關規定 **臺東縣均一國際教育實驗高級中等學校學生宿舍生活管理執行要點**

Monitoring Student Behavior in Boarding

一、宿舍管理委員會Boarding Council：

本校設有「宿舍管理委員會」，副校長為當然之主任委員；學務主任為執行祕書；教務主任、總務主任、輔導室主任、生輔組長、訓育組長、導師代表、宿舍生活老師代表、住宿學生家長代表及住宿生代表擔任委員，計11人，共同負責宿舍管理相關事宜。

Junyi School has a "Dormitory Management Committee (Boarding Council) ", the Vice-Principal (International) serves as chairman. In addition, the Student Affairs Director, Academic Affairs Director, Directors of General Affairs and Counseling, Military Discipline Officer, as well as representatives from homeroom teachers, boarding staff, boarding parents and boarding students serve on this committee. These representatives are responsible for matters related to dormitory management.

二、住宿申請及退宿規定Accommodation Application and Accommodation Regulations:

(一) 本校國高中部學生全部住宿，除特殊狀況經核准外，改為通勤，其餘學生均需住在學生宿舍。

All students of the Junior and Senior High School live on campus unless they are able to commute from home - with approval from the school.

(二) 退宿規定 Dormitory withdrawal regulations:

1. 住宿期間表現不佳或違反重大事件導致失去15點或是更多積點，將會經宿舍生活管理委員會決議後，將辦理退宿。

In cases where a student is guilty of serious misbehavior or if continued misbehavior has led to a deduction of 15 performance points or more, the Boarding Management Council will recommend that the boarding student withdraw from boarding.

2. 遭退宿之學生，當學期不得再申請住宿，新學期初需經宿舍生活管理委員會核准後始才可辦理住宿申請。

Students who have been withdrawn may not apply for accommodation during that current academic semester. The student is required to re-apply for accommodation in boarding at the beginning of the next semester - after approval by the Boarding Management Council.

重大事件包含：

- 宿舍區內吸煙、喝酒、賭博、鬥毆、嚼食檳榔、打麻將、吸毒、濫用藥物等情節重大違規行為及恐嚇、霸凌他人之行為，或其他妨害宿舍安全之任何危險、違法行為。
- 宿舍熄燈後而私自外出者，或協助外出者。
- 宿舍生違規、情節重大有損校譽者。
- 竊盜行為經查屬實。
- 不當親密關係

Example of Serious Misbehavior:

- Smoking, drinking, gambling, fighting, chewing betel nuts, gambling, drug abuse, etc. in the dormitory area, violations and intimidation, bullying of others, or any other dangerous or illegal acts that impede the safety of the dormitory.
- Leaving the dormitory buildings after lights out or helping other students to leave.
- Actions detrimental to school's reputation.
- Theft.
- Sexual Misconduct.

三、宿舍生活管理Boarding Management：

(一) 住宿生行為由積分制度監控，住宿生活管理由生活老師負責照顧及考核住宿生生活情形。

(1) Boarding student's behavior is monitored by the point management system. Boarding staff are responsible for the assessment of the boarding students.

(二) 學期間不定期，會針對學生生活適應的問題召開住宿生生活管理委員會議，解決住宿生生活適應的問題及生活老師管理上的困境。

(2) During the semester the, Boarding Management Council will meet to discuss issues related to students in boarding as well as management of the boarding staff and environment.

(三) 每學期末辦理獎懲 End of Semester Reward System；

1.獎勵：住宿期間表現良好者，老師可依本校獎勵辦法予與獎勵。

1. During the semester if boarding students display exemplary behavior, boarding teachers are able to reward students via the school merit system.

2.獎懲Response to Misbehavior:

住宿期間表現良不好或情節較輕者，老師可依本校獎懲辦法給予適當之懲罰；情節較重者或違反重大事件者，將提送至住宿生生活管理委員會議討論議決，由校長核定，並依下列原則辦理。

- 視情節輕重給予退宿一個月，期滿後需向住宿生生活管理委員會申請，需經會議委員同意後，始可再住宿。
- 視情節輕重給予退宿一個學期，於下個學期再申請時，需經住宿生生活管理委員會同意後，始可辦理住宿。
- 情節重大者，經住宿生生活管理委員會同意後，辦理退宿。並於就學期間不得再申請住宿。

During the semester, if the student's behavior is poor, the boarding teacher will use the school's merit/demerit system to correct student behavior. If the student is guilty of serious violation of school rules, the Boarding Management Council will convene and make a recommendation on appropriate response. Principal will approve. Responses vary depending on severity of violation.

- The Boarding Management Council may recommend that student be withdrawn from Boarding for a period of one month. After one month the student will re-apply for boarding accommodation. Counseling Department will consider this application.
- The Boarding Management Council may recommend that student be withdrawn from Boarding for a period of one semester. After one semester the student will re-apply for boarding accommodation. Counseling Department will consider this application.
- The Boarding Management Council may recommend that student be withdrawn from Boarding and is not allowed to return.

四、學生自治輔導 Student Representation in Boarding :

住校學生為發揮自治、自我輔導及協助宿舍管理，男女宿舍均成立自治會，將以高中部11-12年級的學生擔任幹部，在生輔組長及生活老師指導下，執行自治有關事宜，自治幹部職務區分如下。

Boarding students will form a leader group to assist with certain tasks and to serve as student representation. The students from the 11th to 12th grades of the high school will be appointed in leader roles and will operate under the supervision of the boarding staff. Student leadership duties are divided as follows:

（一）男、女宿樓長各一名，負責各樓層秩序管理、點名。

All boarding floors will have a Floor Captain responsible for each floor - including at roll call.

（二）各層手機長一名，負責收與繳交各樓層手機。

Each floor has a student leader responsible for the collection of mobile phones on his / her floor.

（三）各層衛生長一名，負責各樓層環境及衛生檢查。

Each floor has a student leader responsible for monitoring the sanitation and hygiene of the floor.

（四）各層點心長一名，負責各層點心發放。

On each floor there is a student leader responsible for the distribution of snacks on his / her floor.

（五）各層事務長一名，負責各層能源管理及損壞設施報修。

A student leader on each floor is responsible for monitoring energy management and reporting damage to facilities.

（六）各寢室室長一名，負責各寢室整潔、秩序。

Each floor has a student leader responsible for monitoring the neatness and hygiene of each bedroom.

（七）各層康樂股長一名，負責各樓層每週團康活動。

Each floor will have an activity coordinator responsible for organizing students for weekly boarding activities.

五、生活準則Expectations in Boarding :

住宿生作息表如下

(一) 食Meals :

1.早餐用餐時間Breakfast in Boarding :

06 : 55—07 : 25於宿舍餐廳用餐。

2.中餐用餐時間Lunch in Boarding :

12 : 00—12 : 30於宿舍餐廳用餐。

3.晚餐用餐時間Dinner in Boarding :

18 : 00—18 : 30於宿舍餐廳用餐。

4.夜間點心時間Snack Time :

平日晚上，男、女宿統一於21 : 00-21 : 30 (或樓層導師指定之時間) 於Living Room享用，並做好清潔及垃圾分類工作。

On weekdays night, at 21:00-21:30 (or the time specified by the floor instructor) girls and boys are permitted to eat snacks in the floor lounges - on condition that the area is kept neat and clean.

為維持個人健康，應選擇健康食物。

(零食放在生活老師處保管，學生不允許吃泡麵、或含咖啡因飲料)

In order to maintain personal health, students are expected to eat nutritious food. (Snacks are kept and monitored by boarding staff. You are not allowed to eat instant noodles or unhealthy drinks that contain caffeine)

(二) 衣Dress Regulations :

1. 起床後至放學，一律按季節服裝規定，穿著校服。
1. After getting up for school, students are required to dress in their uniforms according to school's seasonal clothing regulations.
2. 晚自習時間可穿著運動服或便服，不可以穿拖鞋。
2. You can wear sportswear or casual clothes during the evening self-study time. Slippers are not permitted.
3. 清洗乾淨之衣物，經脫水後 (脫水機使用時間：2030-2200)，至曬衣場晾曬。
3. After you have washed your clothes you may use the clothes dryer between 20:30 and 22:00
4. 假日返家，穿著便服返家，進出宿舍不得穿拖鞋。
4. You may wear casual clothes when you return to Boarding on the weekend or from long holiday. You are not permitted to wear slippers when entering or leaving the dormitory.
5. 穿著便服只能在宿舍區，若前往教學區一定要換上學校的衣服。
5. You may wear casual clothes only in the dormitory area. If you walk to the day school you are required to wear your school uniform.

(三) 住Accommodation :

1. 寢室床位編排由宿舍生活老師依狀況負責編配寢室。
1. Members of the boarding team are responsible for allocating bedrooms to students based on dormitory requirements.
2. 住宿期程為每學期開始(前一晚)至休業式止(含週休假日), 惟寒、暑假及三日(含)以上連續假期暫停住宿;如遇有重大事件、災難調宿及特殊任務須由借宿人申請, 並陳奉副校長同意, 始可辦理借宿事宜。
2. Boarding accommodation is available from the night before the semester begins until the last day of the semester. This includes the weekend. Boarding is closed during winter and summer vacations, and holidays lasting more than three days. In case of major events or disasters, or some special tasks where students may stay in Boarding, these students must apply for approval from the Vice Principal.
3. 宿舍生活老師會於開學時示範一次內務清潔標準, 住宿期間學生應維持內務整齊並由生活老師檢查, 辦理獎懲。
3. At the beginning of the semester boarding staff will demonstrate to students how their bedrooms should be kept. During the semester boarding staff will monitor room neatness and hygiene.
4. 住宿學生, 每日按規定整理內務保持整潔, 所有衣物應在規定地點放置或晾曬。
4. Boarding students are required to keep their rooms clean and clothes must be hung neatly.
5. 宿舍公共區域之畫分及各項勤務之派遣, 由宿舍生活老師, 視實際情形規定之。
5. Boarding staff members will instruct boarders which areas they are required to keep clean.
6. 寢室、浴廁、自修室或其他公共區域之整潔及衛生, 由全體住宿生共同維護, 每週二(2000-2030), 實施大掃除。
6. General cleaning in bedrooms, bathrooms, student lounges or other public areas by all the students will occur every Tuesday (20:00 to 20:30).
7. 住宿生應尊重他人隱私, 未經許可禁止在他人寢室逗留, 且他人物品未徵得其本人同意, 亦不可擅自取用或搬動。
7. Boarding students should respect the privacy of others. Boarders may not enter other rooms or handle another student's possessions without that student's permission. Others' items may not be obtained without their consent, and they may not be accessed or moved without permission.
8. 就寢時, 應按所分配床位睡臥, 不得兩人或多人同舖
8. When going to bed, boarders must sleep in their allocated bed, one boarder per bed.
9. 每學期結束前, 寢室實施大掃除, 並將個人物品帶回家。
9. At the end of each semester, the bedroom is cleaned and boarders take home all personal items.

(四) 行 Transportation :

1. 休假時，學生離開學校的方式區分: 家長接送及巴士接送 (時間如下 : 16:00出發到火車站、16:00出發到公車轉運站) 等，同學於每週三晚上之前向生活老師登記。

1. On Friday afternoons or students depart from school in various ways: parent pick-up and bus pick-up - times are as follows: 16:00 departure to the train station, 1600 departure to the bus transfer station.

Students register their method of departure with boarding staff by Wednesday night.

2. 收假時，宿舍收假時間為18:00-20:00，20:00之前返校，學生返校的方式區分：家長送或自行返校及巴士接回學校 (火車站19:00-19:35出發返回學校)，要搭車的同學需於前一週三時向生活老師登記。

2. On Sundays, boarding is open between 18:00-21:00. Before returning to school before 21:00, the way the students return to school is different: parents drop off students or students return to school by themselves and the bus picks up students at (the train station. This pick up is between 19:00-19:35.

Students who need to take this bus need to register with the Boarding teacher on the Wednesday of the previous week.

3. 如無法於周日收假時間內返校的同學，除了跟生活老師聯絡外，請於隔日早上準時返校。

3. If you are unable to return to school on time on Sunday evening, please contact the relevant boarding staff member. You are required to return to school the following morning.

4. 同學要確實登記離校及返校的專車，以利安排車輛接送。

4. It is important to note all boarding students must register their departure from and return to school timeously to facilitate arrangement of transportation.

(五) 樂 Entertainment:

1. 定期於週三晚上18:30-20:30時，實施團康活動。

1. Certain Wednesday nights, 1940-2030, boarders will be involved in boarding activities.

2. 上學期實施迎新及聖誕晚會；下學期實施送舊晚會的活動。

2. At the beginning of the academic year boarders will hold new student orientation activities and a Christmas party is held in December. A Boarding Farewell Party for departing students takes place in the second semester.

臺東縣均一國際教育實驗高級中等學校學生宿舍生活作息表 Boarding Student Daily Routine for Junyi School of Innovation					
時間 Time	星期一 Mon.	星期二 Tue.	星期三 Wed.	星期四 Thu.	收假日
0630 0655	起床、盥洗、整理寢具內務 Wake Up				1.2000集合點名 2.2200全部就寢
0655 0725	集合用餐 Breakfast				
0730 1630	教學區上課 Day School				
1640 1750	運動 & 自由時間 Sports and Free time				
1750 1840	晚餐 Dinner				
1840 2030	自主學習 Night Study 1.1840-1930集中 2.1930-2030自主				
2030 2200	自主管理 Shower Time 手機使用+洗澡+洗衣服+打掃				
2200 2300	夜間讀書 Late Study 1.9及12年級可以夜讀。 2.高中部定考期間或有重大課程可申請夜讀。				
團康活動 Evening Activity	1. 每月實施一次，活動時間:週三1830-2030 2. 109-1學期活動日期:9/16(迎新活動)、10/24(分組團康)、11/25(分組團康)、12/24(聖誕晚會)。				
注意事項 Reminder	1.每週四(休假前一晚) 20:00-20:30環境整理 2.夜間讀書在宿舍一樓。 3.高中部:週一、週五早上0700起床，0725用餐。				

五、寢室內務規定Bedroom Appearance：

（一）床上舖上墊被，床單依規定之宿舍生活老師規格舖平。

The boarder's bed is covered with a quilt, and the sheets are laid flat according to boarding staff instructions.

（二）所有衣物放（掛）衣櫃內，以整齊為原則。

All clothes are hung neatly in the closet.

（三）拖鞋及運動鞋（便鞋）置於室外鞋架，擺放整齊。

Slippers and sneakers are placed neatly on the outside shoe rack.

（四）棉被、枕頭與涼於起床後，摺疊整齊放置於床頭。

In the morning quilt and blanket must be folded and placed neatly with pillow on the bed.

（五）其他個人物品置於床櫃內，擺置整齊。

Other personal items are placed neatly in the bedside drawer.

（六）書桌須保持乾淨，茶杯、筆筒、相框等請放置書架上。

The boarder's desk must be kept clean, and the cups, pen holders, photo frames, etc. should be placed on the bookshelf.

（七）椅子須放置整潔，緊靠書桌，椅背不得掛放任何物品。

The boarder's chair shall be placed neatly, close to the desk, and no objects shall be placed on the back of the chair.

（八）寢室內禁止放張貼海報；個人換洗衣物吊掛於各樓晾衣場。

Posters are not allowed in the bedroom; Washed clothes can be hung in the drying area on each floor

（九）各樓盥洗間內不可留置個人衣物、臉盆、茶杯、碗筷等。

Personal clothing, washbasins, teacups, and tableware should not be left in the washrooms of each building.

（十）寢室內之大燈、書桌燈、電扇、窗戶等於離寢室前須隨手關閉；各樓之浴廁、盥洗間、曬衣間、走廊、自修室等之電燈、水龍頭使用後隨即關閉，以節約能源。

In order to save energy all electrical equipment in the bedrooms including lights, desk lights, electric fans shall be turn off, and windows closed before leaving the dormitory; In addition all lights and faucets in each building shall be turned off immediately after use.

六、晚自習規定Late evening study :

(一) 晚自習時間18:40-20:30 ; 國中部自習地點 : 女宿一樓, 國中部9年級可夜讀至23:00。高中部自習地點 : 男宿一樓及寢室內, 高中12年級夜讀至23:00。

Regular evening self-study time is 18:40-20:30; Junior High School students study together on the 1st Floor of the Girls' Dormitory. Grade 9 has late study privileges until 23:00. High School students study together on the 1st Floor of the Boys' Dormitory. Grade 12 students have late study privileges until 23:00.

(二) 自習時間內不可睡覺。

During the evening period students are not permitted to sleep.

(三) 自習時間應保持安靜, 不得喧嘩談笑, 以免打擾其他同學自習

Self-study time should be quiet so as not to disturb other students.

(四) 晚自習後離開座位時, 桌面清乾淨, 椅子靠好。

After evening study is complete students must ensure that the tabletop is clean and the chair is neatly returned.

(五) 不可以使用個人手機。

Use of mobile phone during evening study is prohibited.

七、宿舍中手機(電子產品)使用規定：

Use of Mobile Phones and other electronic devices in Boarding:

(一) 返校入宿後請主動將手機於時限內交由樓層導師保管。

After returning to boarding, please take the initiative to hand over the mobile phone to the floor leader for safekeeping at the appropriate time.

(二) 宿舍生活老師會宣布手機使用時間，此時段學生可自由運用手機。

The boarding staff member will announce the time for students to use their mobile phones. At this point the floor leader will take the mobile phones and distribute among students.

(三) 手機請於使用完畢後置於樓層導師房間充電(用電量低於10%)。

If your phone battery charge is less than 10% you may request to charge your phone in the room of the member of boarding staff.

(四) 手機時間為學生與家人情感聯繫為目的，限制電玩、遊戲、連續劇等使用。

The purpose of the mobile phone time is to allow students to contact their home and family members. It is not intended as time allocated for playing mobile video games.

(五) 國中部不可以帶筆電及其他電子產品到學校；高中部攜帶筆電必須學務處提出申請，經核可後始可帶進宿舍，併同手機使用規定於時限內交由樓層老師保管。

Junior High School students are not permitted to bring notebooks and other electronic products to the school; High School students must apply to the Student Affairs Office. After approval these may be brought into boarding. These devices are handed in to boarding staff every night.

八、外出請假及會客規定 Permission to leave campus and meeting a visitor :

(一) 平日外出規定 Regulations for day school:

1. 國中部：在校住宿期間不可以外出，除經學校核定或副校長核准始可外出。

Junior High School students are not allowed to leave boarding for any reason except under exceptional circumstances and with approval of the Student Affairs Office and Vice Principal.

2. 高中部：10跟11年級住宿生經學校核定始可外出且經家長填寫請假單後可外出，12年級住宿生有正當理由且經副校長核准始可外出。外出期間須謹記學校規定與注意個人安全。

Secondary school: Grade 10 and Grade 11 students are permitted to leave campus with a good reason and written consent by parents. Grade 12 students may leave campus for a good reason with approval of Vice Principal. Approval for leaving campus is awarded on a case by case basis keeping in mind student safety and school requirements.

(二) 例假日為自星期五下午16:00放學（國定假日自前一日下午放學）起，即可離校返家，收假日當晚20:00時前返回宿舍點名，不得遲歸，若臨時因特殊原因無法準時收假時，須於18:00時前請家長以電話向生活老師報備。

Weekend Boarding is from 16:00 on Friday afternoon unless there is a national holiday in which case it begins 16:00 the day before. When you return to Boarding must report before 21:00 the night before school begins. If you cannot report to Junyi Boarding before 21:00, your parents must inform a boarding staff member by 18:00 of that day.

(三) 來賓或家長親友會晤住宿同學時，由生活老師轉知同學會客(或學生告知老師)會客地點限於一樓自修室，不得擅自帶親友或非住宿生進入寢室，更不可讓外賓在宿舍中過夜。

(3) If your parents or family come and visit, a boarding staff member will fetch you from your room. You may sit and chat with them in the dining hall. No visitor is allowed to enter the dormitory living areas or stay overnight.

九、住宿生夜間疾病送醫規定 Medical care for Boarders in the evening:

(一) 如果有緊急傷病或嚴重傷害，由生活老師陪同就醫，聯繫簽約的計程車行（一般就醫）或聯繫救護車（特殊就醫），送至附近醫療院所就診，並即刻聯絡家長。

In the case where a boarding student falls ill or is injured in boarding, a boarding staff member will accompany the student to a suitable clinic or hospital - by taxi for non-threatening illnesses/injuries, by ambulance in more serious cases.

(二) 看診結束無論是返校或由家長帶回家休養，應立即將診斷結果回報組長與聯絡家長，隔日由組長通知各級主管及導師知悉。

Once the student has seen the doctor, they are allowed to go home with their parents or return to Boarding with the boarding staff member. When the diagnosis is complete the parents and Military Discipline Officer will be informed. Other school departments will be notified the following morning.

(三) 因送醫所需車資（計程車或救護車）由住宿生交通費給付。

The costs of any medical treatment and transport will be paid out of the boarder's boarding fees.

十、安全及管制規定Safety and Control Regulations :

(一) 上課期間，回宿舍要有老師陪同才可以。(未經許可，不能回宿舍)

During class time in the day school, you may only return to the dormitory if accompanied by a teacher.

(二) 除吹風機、電風扇外，其餘電器用品不能攜帶至宿舍使用。

Except for hair dryers and electric fans, other electrical appliances are not allowed to be used inside the dormitory.

(三) 貴重物品不可攜帶至宿舍，多餘金錢請存於郵局或金融機構，勿隨身攜帶或放置寢室，以免失竊。

Do not bring any valuable items into the dormitory. Place extra cash in a bank account. Do not leave any money in your bedroom to avoid the risk of theft.

(四) 在宿舍發生特殊事件或緊急事故，應即報告生活老師處理。

If anything out of the ordinary occurs in the dormitory building - or an emergency arises - you must immediately notify a member of the boarding staff.

(五) 平時須謹慎門窗，如發現宿舍內外有可疑人事物，應立即報告生活老師處理。

Doors and windows in Boarding should be kept locked. Boarders are required to report any strangers or anything suspicious or dangerous outside the dormitory building.

(六) 住宿生如發現宿舍中有損壞物品、設施，應立即填寫物品請修單（如附表五）送交生活老師辦理維修。

If a boarder notices any damage to the building or boarding equipment they must report it to boarding staff as soon as possible.

(七) 違禁品之與檢查Room Inspection and forbidden items

1. 住宿生嚴禁攜入或存放下列物品於宿舍內：

1) 不良刊物2) 禁藥3) 刀械爆炸物4) 酒精類飲料5) 可供賭博使用之紙牌及相關器具6) 其他影響學生身心健康之物品（菸、檳榔等）7) 電器用品。

1. It is strictly forbidden to bring into or store any of the following items into the dormitory: (1)

Inappropriate books or magazines (2) Drugs (3) Knives, explosives (4) Alcoholic beverages (5) Playing cards and other items related to gambling (6) Other items that affect students' physical and mental health (Cigarettes, betel nut, etc.) (7) Additional electrical appliances.

2. 宿舍可進行學生宿舍之定期或不定期安全檢查；進行檢查時，則應有生輔組長、宿舍老師、家長代表、學生代表陪同。

2. Each semester a member of Guidance and Counseling Section, a senior Boarding staff member, a Parent Representative, and a member of Boarding Student Leadership team will conduct a full and comprehensive safety check of the dormitories.

(八) 每學期實施一次災害防救演練。

A disaster prevention drill will be held each semester.

十一、宿舍寢具使用規定Dormitory Bedding:

男、女宿將設置庫房，放置剩餘及替換的寢具。

All extra bedding for the dormitory is held in the Boys' Boarding storeroom and the Girls' Boarding storeroom.

(二) 學期初，依據實際學生人數發放寢具，學生領用寢具如下：床墊 (套)、棉被 (套)、枕頭 (套)、涼被。

At the beginning of the semester, bedding is distributed according to the actual number of students. The students are issued bedding as follows: mattress (set), quilt (set), pillow (set), cool quilt.

(三) 學期間，每月送洗 (床墊套、棉被套、枕頭套) 乙次，並領取替換寢具。

During the semester the mattress cover, quilt cover and pillowcases will be washed. At this time boarding students will receive clean, replacement bedding.

(四) 送洗回來的寢具分類放回庫房。

The bedding items sent for washing are returned to the storerooms.

(五) 每月一次統一送洗床單、被套、枕頭套 (星期四晚上)。

Sheets, quilt covers and pillowcases are taken in once a month on a Thursday evening.

(六) 學期末，結業式當日早上送洗寢具，其餘放置床上。

On the last day of the semester all boarders must leave their bedding on their mattress for washing.

(七) 住宿期間因個人因素用髒，清洗費用自行付費，故意塗鴉及毀損，要負賠償之責。

If the boarder purposefully dirties or damages their bedding, they are required to pay for the cost of the cleaning or replacement.

Senior Independent Boarding 獨立宿舍

With the opening of our Senior High boarding house in August 2019, a new opportunity has arisen for some of our senior students - a chance to live in a Junyi boarding environment that offers modern accommodation and excellent study facilities with a greater emphasis on personal planning and responsibility.

隨著二月份高中部獨立宿舍即將開始入住，也將提供高中部學生有新的學習機會。新的宿舍裡提供現代化的住宿環境和完善的學習設施，同時，學校也將更加著重個人管理規劃和責任。

All Grade 11 and 12 students will be able to apply to move into this accommodation. This opportunity will be considered a privilege offered by the school to students who have displayed the appropriate temperament, work ethic, integrity and individual sense of responsibility that will allow them to work well in this more independent environment.

所有11年級和12年級的學生都可以申請入住高中部新宿舍，是學校特別給予高中部學生的機會。他們須表現出適當該有的成熟氣質、學習態度、誠信與個人榮譽感，使他們能夠在這個更加獨立的生活環境中負起責任。

In order to ensure a fair and transparent selection process, students will be required to complete a detailed application that will include information designed to provide a clear picture of their strengths, motivation and suitability to live and study in Senior Boarding.

為了確保公平和透明的篩選過程，學生將被要求提供完整的申請書資料，說明該學生之個人優勢、學習動機和為何適合入住於高中部獨立宿舍生活及學習上的理由。

A Boarding Review committee - which will include student and parent representation - will consider each individual application carefully and select candidates most suitable for Junyi Senior Boarding.

宿舍審查委員會 - 會包含學生及家長代表 - 學校將會嚴謹審核每個個案的申請文件，並選擇最適合的人選入住高中部獨立宿舍。

The award of a place in Senior Boarding should not be taken lightly, and students in Senior Boarding are expected to maintain excellent academic progress and display exemplary behavior. Any student whose performance does not reflect this, will have their place in Senior Boarding reviewed and withdrawn.

本校高中部獨立宿舍申請之審理將格外嚴格，並且高中部住宿生應保持學習過程的品質，生活行為也必須成為榜樣。如果該學生無法表現出以上要求，其高中部獨立宿舍之申請將進行再次審核或取消該生房位。

Senior Boarding in Practice 獨立宿舍實踐

Senior Boarding Students occupy the 2nd Floor (Boys) and 3rd Floor (Girls) of the new Dormitory Building. The selected students will live four to a room and share their own bathroom/shower. In addition, they each have their own, specially designed study areas.

獨立住宿生將會住在師培中心二、三樓，男生居住於二樓、女生居住於三樓。每一間寢室將會有三或四位獲選獨立住宿生，並共同分享衛浴，此外他們能在寢室有專屬讀書空間。

Senior Boarding students will study independently in their rooms rather than downstairs and their schedule is adjusted to provide more time for reading, quiet study and discussion.

Students are still required to hand in electronic devices before lights out.

獨立住宿生將會在寢室內進行自主學習、夜讀，相較一般住宿生獨立住宿生將擁有更多時間可閱讀、討論，獨立住宿生需在熄燈前繳交個人電子產品。

Senior Boarder Daily Routine

獨立宿舍作息表

臺東縣均一國際教育實驗高級中等學校學生獨立宿舍生活作息表					
Senior Boarding Student Daily Routine for Junyi School of Innovation					
時間 Time	星期一 Mon.	星期二 Tue.	星期三 Wed.	星期四 Thu.	收假日
0630-0655	起床、盥洗、整理寢具內務 Wake Up				1.2000集合點名 2.2200全部就寢
0655-0725	集合用餐 Breakfast				
0730-1630	教學區上課 Day School				
1640-1750	運動 & 自由時間 Sports and Free time				
1750-1840	晚餐 Dinner				
1840-1930	自主管理 Self-Management				
1930-2200	自主學習 Independent Learning				
2200-2300	夜間讀書 Late Study				
團康活動 Evening Activity	1.每月實施一次，活動時間:週三1830-2030 2.109-1學期活動日期:9/16迎新活動)、10/24(分組團康)、11/25(分組團康)、12/24(聖誕晚會) 。				
注意事項 Reminder	1.每週四(放假前一晚) 19:30-20:00環境整理 2.22:00之後寢室關大燈，開小燈夜讀。 3.高中部:週一、週五早上0700起床，0725用餐。				

十二、假日留宿規定Weekend Boarding regulations:

(一) 假日留宿時間Weekend times :

1.學期期間每週均可申請留宿 (除連續假日及寒暑假另行公布外)。

Students may stay in Boarding on any weekend unless it is part of a long weekend or in falls in the winter or summer vacations.

2.留宿時間為該週之最後上課日16:00至隔週第一天上課日之前一天18:00。

Weekend boarding time is from 16:00 on Friday afternoon until 18:00 on Sunday evening.

3.留宿當日下午16:15到女宿一樓集合點名

Weekend boarders should report to the first floor of girls boarding for roll call by 16:15.

(二) 留宿學生資格Weekend Boarder qualifications:

1.遠道住宿生：家住台東市外或路程遙遠不便者。

Weekend Boarders are students who live outside Taitung City or who live too far away so a return home is not possible.

2.特殊狀況者Additional conditions for weekend boarding :

A. 因個人或團體參加校內外活動或比賽，需要留校討論或練習者。

Students or groups may stay in weekend boarding if they are required to participate in activities or competitions in or outside of school.

B. 學生有自行規劃安排，須另提出申請計畫。

Students may stay in weekend boarding if they have a special reason but need to complete an application.

3. 提早返校：因特殊原因需提早返校者。

Students may join weekend boarding if they need to return earlier for special reasons.

4. 因公代表學校參加比賽者，由帶隊老師向生輔組提出申請。

If the weekend boarder is participating in a team sport or activity, the coach or responsible teacher must report this to the Student Affairs Department.

(三) 留宿收費標準 Cost :

(1) 學生留宿期間將由宿舍老師協助代訂餐點，餐點費用由留宿學生自行支付。

The dorm teachers will help students to order food on weekends, and students need to pay for it.

(五) 留宿共同作息時間表 Weekend Boarders Routine :

臺東縣均一國際教育實驗高級中等學校學生宿舍假日生活作息表 Boarding Student Weekend Routine for Junyi School of Innovation				
時間	星期五 Fri.	星期六 Sat.	星期日 Sun.	收假日
0830 0900		起床、盥洗、整理寢具內務 Wake Up	起床、盥洗、整理寢具內務 Wake Up	1.2000集合點名 2.2200全部就寢
0900 0930		早餐時間 Breakfast	早餐時間 Breakfast	
0930 1200		自主學習 Independent Learning	自主學習 Independent Learning	
1200 1330		中餐時間 Lunch	中餐時間 Lunch	
1400 1600		自主學習 Independent Learning	自主學習 Independent Learning	
1600 1750	1.下課後，回女宿一樓集合點名 2.運動 & 自由時間 Sports and Free time	運動 & 自由時間 Sports and Free time	運動 & 自由時間 Sports and Free time	
1800 1900	晚餐時間 Dinner	晚餐時間 Dinner	晚餐時間 Dinner	
1900 2200	1.1900-2000自主學習 Independent Learning 2.2000-2030間點名後回各樓層 Roll Call	1.電影夜 Movie Night 2.點名後回各樓層 Roll Call	1.1900-2000自主學習 Independent Learning 2.2000集合點名 Roll Call	
注意事項 Reminder	1. 假日請假外出，必須於20:00前回宿舍。 2. 自主學習地點在女宿一樓，獨立宿舍學生可以在寢室。 3. 自主學習時間可使用筆電及手機做功課。			

(六) 留宿學生應注意事項 Weekend Boarding Regulations:

1.留宿學生應於該週最後上課日16:15之前到宿舍(女宿一樓)向留宿老師報到(至學務處生輔組領取登記表,導師及生活老師簽名後完成申請作業,經審查核可後),留宿老師統一集合說明留宿注意事項。

Students staying in the dormitory over the weekend should report to the dormitory (the first floor of the girl's residence) before 16:15 on the last class day of the week (Please remember to follow registration procedure as mention earlier.) The boarding staff will gather together to explain the weekend schedule.

2.留宿期間須遵守學校規定,活動地點均在宿舍區,未經師長同意(完成報備),不可擅自行動。

During the stay, you must abide by the school regulations. The venues of the activities are in the dormitory area. You need to check with boarding staff if you want to leave the boarding houses to play basketball etc.

3.留宿期間由留宿老師安排和督導,完成功課及進行戶外活動,並接受老師的查察與勤務安排要求。

During the stay, the resident teacher arranges and supervises students. Students complete homework and conduct outdoor activities. Students should follow the teacher's instructions and arrangements.

4.留宿同學之家長或親友來會客時,須按會客規定且不可留宿家人或親友,要請假離校須經留宿老師同意。

If your parents or family come and visit, a boarding staff member will fetch you from your room. You may sit and chat with them in the dining hall. No visitor is allowed to enter the dormitory living areas or stay overnight. If you want to leave the campus with your family, you must follow the correct procedure with boarding staff.

5.凡未經申請擅自離開宿舍區及規範活動區者,將請同學當日返家,取消之後其假日留宿資格。

Any boarding student who leaves the dormitory - or campus - without permission will be asked to leave boarding and will lose the right to board at Junyi.

6.留宿期間不可以外出,除經副校長/學務處生輔組核定始可外出。

You are not permitted to leave the campus alone unless with prior approval from the Vice Principal and Student Affairs Office.

7.如違反上訴規定,取消留宿資格,不得再申請留宿。

If you do not comply with boarding regulations, you will be disqualified from weekend boarding and you will not be able to apply to stay.

8.留宿同學經常遲到早退者、在住宿區不遵守生活規約者、自習時經常喧嘩,竊竊私語影響他人自習者、帶違禁品者及違反學校校規者,將予以取消留宿資格,情節嚴重者將按校規處罰。

Students who are guilty of serious misconduct over the weekend, will face a range of consequences according to school rules.

臺東縣均一國際教育實驗高級中等學校學生宿舍生活輔導執行要點

Junyi School of Innovation Counselling Provision for Boarding

壹、依據：學生輔導法及本校輔導工作委員會組織要點。

1. Basis: Student Counselling Law and the main points of the school's counselling work committee.

貳、目的：為協助學生解決在生活、人際及學業問題所引起的心理困擾，以維護其身心健康及培養健全人格，並使心理輔導作業有所遵循，特訂定本辦法。

2. Purpose of Counselling in Boarding: To assist students in dealing with psychological distress caused by daily life, interpersonal and academic problems; to maintain student physical and mental health and to cultivate a healthy personality, and to ensure that psychological counselling operations are followed.

參、晤談項目 Counselling Interviews:

一、個別晤談 Individual interviews

二、團體晤談 Group interviews

三、不定期團體活動 Unscheduled group activities

肆、晤談對象：Objective

國高中部男女住宿生 Junior /Senior High School boarders

伍、晤談對象來源References：

一、教師轉介 Teacher referrals

二、宿舍輔導老師轉介 Referral of dormitory counsellors

三、學生主動晤談 Students actively meet

四、輔導室定期追蹤個案. Regular tracking by the Counselling Department.

陸、晤談時間、地點 Counseling Meeting Information：

一、星期一~星期四18：30-20：30，地點：輔導室、韻律教室 (小團體)

Monday - Thursday 18:30-20:30, Venue: Counseling room, Rhythm classroom (small group).

二、個別晤談約45分鐘

Individual interviews for about 45 minutes.

三、晤談時間安排

Meeting time schedule

18：30-19：15 個別晤談(一) Individual interviews 1

19：15-19：45 彈性時間、宿舍往返 Free time/ in and out boarding

19：45-20：30 個別晤談(二) Individual interviews 2

柒、晤談內容 interview topics

- 一、住宿生活適應Living in and adapting to Boarding life
- 二、新生與轉入生適應New students and Transfer students
- 三、生涯諮詢Career Counseling
- 四、人際困擾Interpersonal Distress
- 五、課業壓力School Stress
- 六、家庭關係Family Relationships
- 七、性別認同與性別平等相關議題
Gender identity and Gender equality related issues
- 八、其他情緒困擾Other Emotional Distress

捌、晤談執行方式 Interview Methods

晤談方式採預約制，學生必須填妥請假單，完成請假流程，始可離開宿舍，前往晤談地點。

The interview method is based on an appointment system. Students must complete a leave for absence form and they are then permitted to leave the dormitory and go to the meeting venue.

一、學生：儘可能親自至輔導室預約或投遞輔導室信箱

Students: As far as possible, students are required to personally go to the counselling room to make an appointment or deliver a note to the counselling room mailbox.

二、教師：使用轉介單，由輔導室與學生約定時間

Teachers: Send in a referral form and then the Counselling Office and the student agree on a time to meet.

三、宿舍老師臨時轉介：若當日輔導老師無個案，宿舍老師亦可臨時轉介。可撥打輔導室分機610，告知輔導老師，輔導老師會親自前往宿舍。

Temporary referral by a Boarding Staff member: If there is no time set for counselling appointments on the day, the Boarding staff member may refer a student to the Counselling Department. Boarding staff can contact the School Counselling Office extension 610. A member of the Counselling Office will then go to the dormitory in person.

Annual Boarding Permission Approval Letter

年度住宿生授權同意書

Please hand the Annual Boarding Permission Approval Letter to Dorm Teachers or Military Officer by the September. 請在九月底前將年度住宿生授權同意書繳回給宿舍老師或是生輔組。

Child's Name 學生姓名 : _____

Child's Class 班級: _____

I have read the boarding handbook and agree to abide by the regulations as set out for boarders.

我已詳細閱讀宿舍生活手冊，並同意遵循所有住宿生之訂定規範。

In particular, I acknowledge that 我特別地了解到

Students' safety is any school's primary concern and I will ensure my child follows student exeat procedures to leave the boarding school

學生的安全是學校的首要考量，我會確認我的孩子遵循宿舍請假、離校程序。

A clear behavior policy exists for the safety, wellbeing and happiness of each student in Junyi boarding and I will work together with Junyi boarding staff to ensure that my child meets these behavior expectations

均一實驗高中宿舍為學生的安全、健康和快樂訂定了明確的行為要求，我會與均一宿舍管理團隊一起努力，確保我的孩子能達到所設定之行為規範。

Because the education of any child is a collaboration between parents and teachers and because for this partnership to work effectively good communication is most important, I agree to communicate with Junyi Boarding staff clearly, honestly and in a respectful manner conducive to maintaining strong working relationships.

因為教育孩子需要家長與老師雙方共同合作，而良好的溝通能讓這樣的合作關係運作的更有效率。我同意以清楚、誠實並尊重彼此的方式與均一宿舍管理團隊溝通。

Signature of Parent or Guardian 家長/監護人簽名：
