

# Manual for Dormitory Life



Educational Corporation Iwata Gakuen  
Boys' dormitory

## Outline

### ●Purpose

Boys' dormitory is a dorm that was built aimed at embodying our educational concept through living together and enabling the students to concentrate on study.

#### ◆Educational concept of Iwata high school:

1. We bring up people of talent for the future by our high-quality and fine instructions.
2. We cultivate the spirit of compassion without overlooking students' bullying and misconduct.
3. We cultivate consideration through dialogue with students.

### ●Dormitory Student's five policy

First: Strive to study, Make continuous efforts, cultivate student's skills

Second: Respect your friends, believe in your friends, try to being humbly, deepen the bonds to each other

Third: Overcome your own ordeal, cultivate patience, be the person who can support friends

Forth: Comply with the dormitory rules, enhance your respect for social norms

Fifth: Thanks to your parents, get along with brothers and sisters, to take care of your family

### ●Guiding principle ~six years of "Hop Step Jump"

Under the instructions of the teachers, we strive to cultivate consideration and make the students obtain the right habit of study through disciplined daily life and spontaneous activities.

#### ◆HOP! ~get used to a dormitory life

As to the 1<sup>st</sup> and 2<sup>nd</sup> grade junior high school students, getting the basic habit of study is focused, which will enable the students to have self-pride as Iwata Gakuen students.

#### ◆STEP! ~Behave as a core of dorm management

Students over the 3<sup>rd</sup> grade of junior high school are able to grasp their own academic ability by taking national scale mock exam. Students between the 3<sup>rd</sup> grade of junior high school and the 2<sup>nd</sup> grade of high school are expected to overcome the subjects that each of them is not good at. They also take the initiative in management of the dormitory.

#### ◆JUMP! ~fly ahead to the next stage

The 3<sup>rd</sup> grade high school students are supposed to study hard to pass an entrance exam for a university. Each student is expected to leave the dorm after acquiring our

educational concept and becoming a reliable person.

●Organization

The head of dorm, dorm manager and the teachers of Iwata Gakuen instruct the dorm students in terms of daily life and study.

Regarding studying, lower grade students use a study room, and higher grade students basically use their own room. Dorm students are supposed to have three meals a day at the cafeteria of the dorm.

## **Move into / out of the dorm**

Our school is a school where those who want to learn get together outside the framework of school zones. Therefore, we provide a dorm not only to the students who need to commute a long distance but also to those who seek for a well-planned and spontaneous educational environment.

### **1. Procedure to move into the dorm**

- (1) All the students are qualified to move into a dorm no matter where they live (inside / outside Oita prefecture).
- (2) The head of dorm interviews all the applicants to dorm and make a decision on their enrollment.
- (3) The student who granted a permit to move into the dorm needs to fill out a prescribed form and submit it to the administration office as well as dormitory fees.
- (4) Basically, all the dorm students are supposed to move into the dorm in April, and the head of dorm permits it.

### **2. Move into the dorm**

- (1) Things to be prepared: Equipment includes desk, chair, bed, closet, light, air conditioner, refrigerator, microwave (shared) and washing machine (shared). Please prepare for the things listed below.

- ☐Teaching materials (text books, dictionary, books of reference, etc.)
- ☐Stationary (notebooks, tools of writing, file to keep handout, etc.)
- ☐Beddings (quilt and blanket should be changed at different seasons)
- ☐Clothes (school uniforms, gym suit, casual dresses, underwear, socks, handkerchief, etc.)
- ☐Shoes (shoes for commuting, gym shoes, indoor shoes and athletic shoes)
- ☐Toilet set (wash bowl, towels, shampoo etc.)
- ☐Bin, umbrella
- ☐Wardrobe (case consists of several drawers, the size should be smaller than a locker)

- (2) Insurance card

You need a health insurance card in case you get hurt or become sick.

- (3) Address change notice

When you move into the dorm, you need to change your registered address. Please take the procedure at the appropriate city hall.

(4) You are expected to write your dorm student number on each property. Your number will be informed on your first day.

2. Things that you cannot bring into the dorm

○ Valuable goods, expensive clothes, shoes, etc.

○ Please don't bring unnecessary domestic article, electrical goods, toys, Wi-Fi Router and anything inappropriate to dorm life. Also, alarm clock can bother other students, so please don't bring it.

**3. Move out of the dorm**

(1) If you wish to move out of the dorm, your guardian (WYS) needs to submit a notice of move-out to the administration office after gaining approval from the homeroom teacher and the head of year.

(2) You are allowed to move out of the dorm only at the end of month. In case you move out in the middle of month, dormitory fees shall not be refunded.

(3) After you move out of the dorm, you are allowed to move to only the home approved by school or your guardian (WYS).

(4) Those who relevant to any of the following statements shall be dismissed from the dorm.

○ The dorm student who was obviously against the regulations (esp. Staying out all night without permission, absence without leave at night, breaking curfew, smoking, drinking, damaging to property, using fire, etc.)

○ The dorm student who is considered to be inappropriate to community life by his behaviours such as breaking regulations on purpose and bothering other people.

○ Those who are not appropriate to dorm life in terms of health.

(5) Once you move out of the dorm, you cannot move into the dorm again unless the reason is understandable.

## Daily schedule

Time	Weekdays	Time	Saturday	Time	Sunday / holiday
6:50	News or BGM				
7:00	Wake-up		Same as weekday morning	7:30	Wake-up
7:10	Cleaning			7:40	Breakfast
7:50	Breakfast			8:20	
8:08	Get to school			8:30	
12:25					Study
13:05	Lunch at school cafeteria	12:45	After school	9:45	Break
15:30(16:30)	After school		Lunch	10:00	Study
	Free time (Club activity, taking bath, outing)		Free time (Club activity, taking bath, outing)	11:30	
17:30		17:30	Curfew	11:45	Cleaning
17:50	Curfew	17:40	Dinner	12:30	Lunch
18:30	Dinner				Free time
18:50	End of bath time	18:30		17:30	Curfew
19:00	Meeting	18:50	End of bath time		
	Study time	20:00	Free time		
21:00		21:00	Study time		Same as weekday evening
21:30	Break (lower-grade student) (higher-grade student)	21:30	Break (lower-grade student) (higher-grade student)		※there's no meeting
	Study		Study		
22:30	Prepare to sleep	22:30	Prepare to sleep		
22:50	Lights-out	22:50	Lights-out		
23:30		23:30	Prepare to sleep		
23:50	Prepare to sleep	23:50	Lights-out		
	Lights-out				

## **Daily routine and regulations**

Weekdays, Saturday, and holidays are treated based on school schedule. For instance, if Sunday is Mondayized, the schedule at the dorm will be that of Weekday.

Also, daily schedule may be changed during test week, long holidays, before, during and after other events.

The daily routine at the dorm should be based on the table on the previous page. We expect you to live a healthy regular life within the framework of the following regulations.

### **1. Getting up**

- (1) An announcement (music / news) is to be made to each room at 10 minutes before waking up time, and it's time for you to get ready to wake up.
- (2) After getting up, tidy up your bed and its surrounding, and get dressed promptly.

### **2. Cleaning**

- (1) Each of you needs to take responsibility for keeping your room clean. You're supposed to clean your room, study room, corridor, stairs, toilet and other common areas.
- (2) You need to clean common areas. The areas to be cleaned will be divided up and assigned to each of you.
- (3) Waste should be properly segregated, and it's your duty to bring it to the designated place.
- (4) A major housecleaning is scheduled to be done prior to long holidays.

### **3. Breakfast**

- (1) You are to have breakfast in a set period of time. You should have breakfast regularly.
- (2) As it is a self-service cafeteria, help yourself and have good manners.

### **4. Arriving at school, Lunch, Going back to dorm**

- (1) When you go to school, switch off all the electrical equipment, lock the door and make sure of extinction before leaving.
- (2) You are to wear school uniform, and be sure that you're properly dressed when going to school.
- (3) Make sure of school schedule and try not to forget something.
- (4) After arriving at school, until 8:10 you can go into the dorm if you get permission.

However, once you get to school, except in special circumstances you're not allowed to go into the dorm until you finish all the classes. Nor are you allowed to go nowhere else but a cafeteria at lunch time.

(5) You're supposed to have lunch at a cafeteria within the designated time. During the weekdays you're to go back to school by 13:05 and get ready for afternoon classes.

(6) You're expected to spend free time after going back to the dorm effectively.

## **5. Bath**

(1) You are expected to take a bath in a set period of time on a daily basis and keep your body clean.

(2) Before leaving the bathroom, wipe your body in order not to wet the floor.

(3) When you wash hair, dry your hair well in order not to catch a cold.

(4) Don't leave your toiletry and clothes at the undressing room.

(5) The wet floor is slippery, and it might cause injury. Try not to act funny and be careful not to fall down.

## **6. Washing**

(1) Staff of the dorm is to wash your clothes. Please put your clothes at the designated place when you go to the bathroom.

(2) When you have your laundry washed, please bring it back to your room within that day.

(3) Please don't fail to put your dorm student number on each cloth. Otherwise, your clothes will not be given back after washing.

(4) For laundry commercial washing machine and drying machine are used, which means that washable clothes are limited. Please try not to bring clothes that need hand-wash or inappropriate for drying machine.

## **7. Outing, curfew**

(1) If you go out on weekdays or Saturdays, you must go back to the dorm straight after school, then you can go out. On your days off, you cannot go out before lunch. Your curfew is 5:50 pm during the weekdays and 5:30 pm on Saturdays and holidays. However, time for outing is likely to be changed or limited before and during test week or by change of schedule etc.

(2) When you go out, write down where to go and when to come back on notice of outing, and report to the dorm mother in advance.

(3) In case you have no choice but to change your schedule while you're out, contact the



dorm mother by telephone and ask for instructions.

(4) When you go out overtime, you need to ask permission from the head of dorm.

(5) If you are late for the curfew because of school club activity, you must go back to the dorm at latest 6:00pm.

#### **8. Dinner**

(1) You should have dinner within the fixed time.

(2) You should avoid snacking between meals and stay healthy.

#### **9. Study**

(1) Every student must sit down at your own desk and concentrate on studying during the study time. You will not be able to study after the lights-out under any circumstances so that you should organize your time.

(2) Study time in the dorm is mostly focused on preparation and review for classes at school. Try to go about your study positively and make classes easily understandable.

(3) Try to get necessary things (going to use toilet) done before you start studying and try not to leave your desk more than is necessary.

(4) Refrain from talking and lending and borrowing things while studying, which will bother other students. Especially asking your friend questions tend to trouble both your friend and other people.

(5) You are allowed neither to visit other students nor to eat and drink during study time.

(6) You should not bring any unnecessary things except text books, reference books and study goods into the study room.

#### **10. Going to bed, lights-out**

(1) Time for lights-out for lower-grade students is 10:50 pm, and it is 11:50 pm for upper-grade students.

(2) After lights-out, you need to get adequate sleep for the following day.

(3) You should go to bathroom and get yourself ready for sleep before lights-out and try not to walk around after the lights-out.

#### **11. Boarder planning event**

We are planning to have events that boarder students will plan and organize by themselves.

## **Other regulations**

### **1. Clothes, belongings**

- (1) You are to wear something clean and simple instead of flashy clothes.
- (2) You must wear the school uniform on the way to/from the school.
- (2) You can wear anything in the dorm, when going out and when going home. However, you might be put restrictions on clothing if it's considered to be flagrant.
- (3) Such things as books, prints and toys which are not appropriate to a dorm student should not be brought into the dorm.

### **2. Medical care, health**

- (1) In case you get injured or become sick, report to the dorm mother immediately and ask for instructions. If we think that you need to go to the hospital, we let you to use taxi.
- (2) If you have any chronic disease and relevant addiction medicine, you need to report it in advance.
- (3) In case of prolonged illness or when you need home healthcare, you might be sent home temporarily.

### **3. Phone usage**

- (1) A phone which dorm students can use after the curfew is a public phone set in the dorm.
- (2) Usable time is during a free time and an interval before 21:30.
- (3) Handling a call can be done during the usable time as above. During the other time and especially the study time, we cannot handle a call except any emergency situation.
- (4) You should consider about other people who are waiting, and a call should be finished within 3 mins.

### **4. Meeting**

- (1) Only a guardian (WYS) of a dorm student and any person equivalent to him/her are allowed to meet the dorm student.
- (2) On the occasion of meeting, a visitor is required to report to the administration office of the dorm and fill out notice of reception.
- (3) The meeting place is to be at the dining lounge or at the meeting room. However, a guardian (WYS) or any person equivalent to him/her (WYS) can also visit the student's room with permission.

## **5. Handling of money**

- (1) Your monthly allowance is to be managed by the dorm at your personal account.
- (2) A dorm student can ask the dorm mother for allowance as necessary.
- (3) When asking for allowance, you need to keep financial records, hand it to the dorm mother and receive allowance.
- (4) Missing money will cause a trouble, so you should not to hold a lot of money. And if you have money in your hands, please give them to dorm mother.
- (5) When you need money other than allowance, you are allowed to take the procedure in order to withdraw needed money from your personal account. In that case, a guardian (WYS) of the dorm student is required to ask the dorm mother directly.

## **6. Use of facilities and equipment**

- (1) You are not allowed to use facilities and equipment of the dorm without asking, nor can you move them.
- (2) Any damage or loss of facilities and equipment should be reported and compensated immediately.
- (3) You are not allowed to pound a nail, screw, or its equivalent into the wall.
- (4) Because of the hygienic control, you are not allowed go into a kitchen.

## **7. Going home (leaving the dorm)**

*※An exchange student will be informed of the details each time, and appropriate placement will be arranged when leaving the dorm.*

- (1) Basically, any dorm student is required to leave the dorm during spring vacation, summer vacation, winter vacation, long holidays in May and the period of entrance exam.
- (2) Dorm students are allowed to leave the dorm to home every weekend if guardian reports us.
- (3) In case you should stay in the dorm while you are supposed to leave / you have no choice but to leave the dorm except for the designated day, you need to report to the administration of the dorm and get permission.
- (4) On the occasion of leaving the dorm, you need to get a permit to leave the dorm. Bringing back the permit, you need to get a signature and stamp of your guardian (WYS) or his/her equivalent on it, and submit it to the administration office as soon as you go back to the dorm.
- (5) You are to go home or its equivalent. In case you are staying at the place other than your own home, your guardian (WYS) needs to report it to the dorm mother in advance.

(6) You are required to come back to the dorm on the previous day of school day, between 12:00 and 5:30 pm.

(7) Regarding (1) mentioned above, the dorm will be closed and you cannot come inside, so that please do not forget anything you will need while you are out of the dorm.

#### **8. Other precautions**

(1) When all of you in the room go out, the last person who goes out, must turn off the lights. Try to save the lights in the study room or common space and if you turn on the light, do not forget to turn off after use.

(2) You are expected to save electricity and water in your moderate community life.

(3) You are not allowed to leave your belongings anywhere. In case you leave something and have a loss of it, you need to report to the administration office of the dorm.

(4) Be careful listening the call-broadcasting, and if someone who is called miss the call-broadcasting, call out and help your friends each other.