

STUDENT HANDBOOK

TAIPEI ADVENTIST AMERICAN SCHOOL



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www.taas-taiwan.com

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Introduction

The purpose of this handbook is to set forth the objectives of Taipei Adventist American School (TAAS). This is a guide to school policy as well as a source of information regarding school standards and other aspects of school life.

We trust that parents and students will become familiar with these pages. If you have any questions please do not hesitate to contact us. The more communication we have with parents for the good of the child, the better it will be for all concerned.

Mission, Philosophy, and Objectives

Mission Statement

The mission of Taipei Adventist American School is to provide an academically challenging, Seventh-day Adventist, value-based education for K-8 students in the Taipei area. TAAS is committed to providing such an environment that will provide optimal opportunities for spiritual, academic, social, and physical growth. This education will build a strong foundation for service to God and community whether in Taiwan or the world. We will communicate a knowledge of God and His amazing grace that will give students confidence to live in this present world and a hope for the future world

Philosophy & Objectives

The Adventist education program is established on a belief in the uniqueness and worth of each student, and the importance of the systematic development of the whole person. Students are educated to accept the concept of service as a principle of life, to be sensitive to the needs of people, and to become contributing members in the home and society.

In order that its students may become well-rounded individuals prepared for service in this and the future life, Adventist educational facilities place special emphasis on the training of all the facets of one's character as it trains the physical, mental and social capabilities. TAAS is also dedicated to the mission of teaching all students to know about God and His purposes for their lives.

Spiritual objectives:

- ❖ Help children experience God's grace and to learn to demonstrate it in their relationships with other students and teachers.
- ❖ Teach children about Jesus so they will realize that He is their best friend.
- ❖ Teach students to treat others with respect and love, just as they would like to be treated.
- ❖ Provide students with a working knowledge of Christian beliefs.
- ❖ Develop Christian social graces in language, dress, and behavior that promote a Christ-like character.
- ❖ Help children to realize they have a God that loves and cares for them.
- ❖ Understand oneself and develop moral and spiritual foundations for secure sense of self

Intellectual objectives:

- ❖ Develop skills including the ability to speak English clearly, read it efficiently, and write it effectively.
- ❖ Master all subjects taught to the best of their ability to be able to achieve future academic success
- ❖ Help children to achieve their potential as thinkers.
- ❖ Provide the children with the best academic education possible that will allow them to study in any school situation in the future.
- ❖ Encourage students to develop the ability to think independently and creatively, and to accept responsibility for their academic progress.
- ❖ Provide a range and depth of opportunities, which challenge each student to pursue his or her greatest potential.

Social objectives:

- ❖ Develop a personal concern and an appreciation for the intrinsic value of each individual.
- ❖ Provide opportunities for students to understand and demonstrate respect for all people and cultures without prejudice, and to maintain an environment of inclusion where all students are regarded as equal contributors.
- ❖ Develop acceptable social behavior for interpersonal and societal relationships.
- ❖ Provide opportunities for the student to accept civic responsibility and understand the American and Taiwan system of government.
- ❖ Teach children how to be a good citizen and what is expected of them.

Physical objectives:

- ❖ Encourage students to develop good health habits in diet, sleep, exercise and self-discipline.
- ❖ Encourage students to adopt a temperate lifestyle and lead by example.
- ❖ Present facts and issues concerning health and disease with particular emphasis on health maintenance.
- ❖ Demonstrate the value of lifetime fitness.

General Information

TAAS Affiliations

Taipei Adventist American School is accredited by the North American branch of the Seventh-day Adventist education network. Founded in 1872, this network is the largest Protestant private education system in the world with over 6,800 universities, colleges, high schools, and elementary schools serving the needs of more than 1.2 million students. In the United States alone there are over 1,100 schools in all 50 states.

The mission of TAAS is to provide American education to Taiwanese and international students with foreign passports. Its curriculum, teachers, and educational environment are equivalent to an American-based school. This level of quality and professionalism allows its students to enter American schools and universities on the same terms as domestic students.

History

Taipei Adventist American School had its beginning in the 1950s as a small elementary school for overseas missionaries of the Seventh-day Adventist Church. Many of the missionaries worked at the SDA hospital in Taipei. In fact, school was held for many years at a location in the hospital. In 1986 a new school building was built on the mountain compound where some of the missionary families lived. At that time it was only a two classroom school. In 1991 it was registered with the Taiwan Government as a Foreign School. Over the years it has steadily grown with God's blessing into an eight room school with eight classroom teachers and additional support staff. The classroom teachers come from the USA and are highly trained and certified.

Contact Information

Taipei Adventist American School

#64 Lane 80 Zhuang Ding Rd

Shihlin 111, Taipei Taiwan, ROC

Phone: 02-2861-6400

Fax: 02-2861-5121

Website: www.taas-taiwan.com

Office Hours

The TAAS offices will be open weekdays from 7:45 to 17:00 except on Friday, when the offices will close at 14:30. Appointments after these hours can be arranged by calling the office. School doors will open at 7:45 each morning and close an hour after classes end.

School Hours	<u>Classes Begin</u>	<u>Classes End</u>
Monday—Thursday:	8:00	15:00
Friday	8:00	14:00

Open Gate Hours	<u>Morning</u>	<u>Afternoon</u>
Monday—Thursday:	7:30—9:00	14:30—17:00
Friday:	7:30—9:00	13:30—14:30

Admission to TAAS

TAAS is open to students holding foreign (non-Taiwanese) passports, regardless of religion, race, color or national origins, which enroll with a sincere purpose to develop mentally, spiritually and physically. They must willingly support the principles of conduct upon which the school is based.

It should be understood that every student who presents himself for admission to TAAS thereby pledges to observe all its regulations and to uphold the moral principles upon which the school is operated, and to perform all assigned school duties to the best of his/her ability. To break this pledge may forfeit the student's right to attend, and if retained in school, it is only at the discretion of the faculty and of the school board.

Our school does not knowingly admit students who violate moral principles and the laws of Taiwan or other countries. A student will receive serious discipline or immediate dismissal from the school if s/he deviates from the citizenship standards as outlined in the discipline section of this handbook.

Yearly Registration for Current Students

Registration for current students will begin in March. Current students in good standing are given first choice in registering for the next school year. They will be expected to fill out a new Registration Form and supply new photos and passport copies and pay the discounted registration fee.

By March 15, current students need to have paid their discounted registration fees and filled out a new registration form to hold their place for the next school year

Admission of New Students

New students are encouraged to apply to TAAS and will be accepted, as there is room in the program. Please note the following Admission Requirements:

Registration Process for New Students

- ❖ Please bring your child to school for an interview.
- ❖ Fill out the Registration Form in English
- ❖ Submit a copy of the child's passport
- ❖ Submit TWO years of former school records in English
- ❖ Take an English placement test
- ❖ Pay the registration fee to hold the child's place.
- ❖ Pay other fees no later than one week before school starts.
- ❖ Have a physical and fill out the form with other health information.
- ❖ Before March 20, new students can fill out the registration form and fax it in. After March 20, new students will be accepted, as there is space in classes. To hold a place in a class, the Registration Fee for new students must be paid. Registration fees are not refundable unless under unusual circumstances.
- ❖ Once a class is filled, any new students will be put on a waiting list. If there is space, they will be accepted **after** they have paid the Registration fee.

Academic Placement

TAAS reserves the right to give entrance and qualifying tests as deemed advisable. The results of such tests, along with documentation from students' previous schooling, will be used in determining placement in a study program where each student may do his or her best work.

Special Needs Students

TAAS has not been established for the purpose of offering special education and is therefore unable to accept pupils who have serious problems or special needs. If a student has special needs that TAAS cannot provide for, even if they are a current student, they may be asked to find a program elsewhere that can better meet their needs. However, we can also consider special needs students on a case-by-case basis as long as the learning of other students is not impaired or the special needs child does not monopolize the teachers time.

Continuing Evaluation

Each enrolled student will be evaluated for their on-going academic progress and behavior. Students that do not fulfill educational expectations of TAAS can face academic expulsion if the student continues to do failing work.

Students are evaluated primarily on the following behavioral criteria:

- ❖ Do they respect and cooperate with teachers and staff?
- ❖ Do they influence their peers for good?
- ❖ Are they willing to work hard to succeed?

TAAS may not be the best school for some students if they have shown by their actions that they do not benefit from, nor appreciate the educational environment here. The Principal and staff will confer together to decide if this school will continue to be the best place of education for that student.

Finances

Every successful school must operate on a sound financial basis. Prompt care of financial responsibility is not only appreciated, but also necessary if the school is to remain in operation. Before a student is enrolled in the school, a parent or guardian must accept financial responsibility for all fees. Following is an explanation of the Fee system.

Registration Fee

A registration fee is required upon admission to TAAS. This fee covers the cost of workbooks, textbook rental, insurance, school blue tee-shirt, and field trips. The registration fee holds the child’s place in our school.

New students	26,000 NTD
Current students for the next school year	21,000 NTD

Tuition Fees (Per Semester)

Tuition fees are due one week before the semester starts in August (first semester) and in one week before the second semester starts in January.

Tuition Gr. K-4	115,000 NTD
Tuition Gr. 5-8	135,000 NTD

Bus Service Fees

Semester:

Two ways for one semester	27,000 NTD
One – way for one semester	15,000 NTD

Daily Rate:

Daily rate round trip	400 NTD
Daily rate one –way	200 NTD

ELL Fees

Per semester	30,000 NTD
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Discounts

Early Payment:

Parents will receive a 5% discount on **Second Semester's tuition** if the tuition is paid for the whole year by the first day of school.

Family Multiple Student Discount (on tuition only):

This discount is for tuition only, and does not affect books, bus, registration, and ELL fees.

Full tuition is paid on the oldest child.

10 % off on the 2nd child; 15% off on the 3rd child; etc.

No family discounts are given if a child enters after Chinese New Year

Students Entering After Chinese New Year

If students choose to enter TAAS after Chinese New Year, they will be expected to:

Pay full Registration fees

Pay prorated Tuition, Bus, and ELL fees

Pay full tuition for the Summer English Day Camp.

Pay the discounted Registration fee for the next school year

Payment

All student fees may be paid by wire transfer to Standard Chartered Bank on Fushing (old American Express bank)

BANK REMITTANCE can be made to:

Account number **10350000012967** in **Standard Chartered Bank Fushing Branch.**

(渣打國際商業銀行復興分行 帳號：10350000012967 戶名：台北復臨美國學校)

ATM # 052

Please FAX a copy of the receipt **with your child's name on it** and the registration form together to the school office. 02-2861-5121

When the child enters school they must provide the ORIGINAL REGISTRATION FORM. Faxed copies will not suffice.

Academics

Academic Progress Reports

Students will receive four grade reports per school year. The school year is divided into two semesters. Each semester is divided into two quarters. At the end of each quarter, the student will receive a grade report.

Mid-Term Reports

If at the middle of the quarter a student is receiving Ds or Fs, the student's teacher will send the parent a mid-term report informing them of the student's grades. It is the school's hope that the parent will help the child realize the importance of completing all school work promptly and as accurately as possible.

Grade Points

Grades 2-8:

98-100%	A+
93- 97 %	A
90- 92 %	A -
88- 89 %	B +
83- 87 %	B
80- 82 %	B -
78- 79 %	C +
73- 77 %	C
70- 72 %	C -
68- 69 %	D +
63- 67 %	D
60- 62 %	D -
0- 59 %	F
I	Incomplete

Grades K-1 and ELL:

E	Excellent
S	Satisfactory
N	Needs improvement in this area
+	Is performing well in this area
-	Needs to give more effort and attention in this area

ELL Students

ELL students enrolled in the ELL program will not be graded on the same basis as non-ELL students. They will be graded more on their ability to accomplish what their ELL assignments are. They will receive E, S, and N grades for all subjects other than their ELL class. They will be judged more on the effort they put into their assignments and learning English than the actual academic achievement of those classes.

Students in the ELL program will receive regular letter grades in ELL since it is a major subject for them. ELL will be one of the most important subjects on their grade card. They are expected to attend all ELL classes on time, bring necessary supplies, and complete all assignments on time. This is their most serious class.

Parent-Teacher Conferences

Regularly scheduled parent-teacher conferences will be held at the end of the first and third quarters. Parents are required to attend conferences. The office will arrange these appointments in advance. If parents cannot attend on the day assigned, they must make arrangements with the teacher to meet at another time.

These conferences are crucial for teachers to share any news about student progress and behavior in class. It is also most helpful for parents to share their perspective to assist the teachers. The school yearly calendar lists the scheduled days for conferences. It may be required for students to attend these conferences with parents. Also, if needed, parents should make their own arrangements for a translator. The school cannot always provide a translator.

At any time, parent-teacher conferences may be arranged on the initiative of the parents or teacher. Such conferences should be held after school hours or in accordance with the teacher's daily time schedule. Unplanned conferences usually interfere with the class schedule.

It is important that parents share with the Principal and the child's teacher any learning, behavioral, social, and physical problems the child might have. This creates a better environment where the teacher can help the child more if the parents are up front about the child's problems previous to registration at TAAS.

Tutors At Home

We do not allow our teachers to accept pay for tutoring students outside of school hours due to ethical reasons. However, teachers are often willing to give students extra help right after school if needed. Parents often employ tutors at home for their students. Many times this does not work out for the benefit of the student. Instead of helping the student learn, often the tutor does all the work for the child. The student comes back with perfect homework and then fails the tests. Often the child will not work in class because they want to wait till they get home since the tutor will help them so much. This is counter productive. If tutors are employed, they should be carefully monitored to ensure that they are actually helping the students learn.

Recognition of Student Achievement

It is the pleasure of the administration and faculty to honor students who excel in academics and other areas of the school program. The following ways are used to recognize these students:

Dean's List

Students each quarter will be placed on the Dean's list if they have all A's in their major subjects and special subjects.

Honor Roll,

Students that make A's and B's will be placed on the Honor Roll any quarter.

Perfect Attendance:

Students with perfect attendance for the entire year will receive an award during the Awards Assembly.

Principal's Award:

This award is given at the end of the school year to a single outstanding student in each grade who typifies characteristics of honesty, character, hard work, academic standing, and general contribution to the school.

Academic Probation

Grades are a direct reflection of a student's progress. When a student is struggling academically, the school has a responsibility to help that student refocus his/her attention. Academic probation is designed to help the student prioritize his/her time. Academic or behavioral probation can be instituted if a student consistently makes failing grades in a class or their behavior is consistently failing to meet school expectations.

Teachers, the administration committee, and the principal will decide together when academic or behavioral probation is necessary on a case-by-case basis.

Transcripts

Transcripts will be issued without charge if requested in writing. A transcript will not be issued if the student has an unpaid bill at the office or have missing or damaged books. Transcripts can be issued if a letter of request is given to the office in advance. Parents should ask for as many copies as they believe they will need for the future to avoid having to ask multiple times. All official records will be released with school seal and sealed in an envelope.

No transcripts will be provided to students or other schools for those who have an outstanding balance. In addition, term-end report cards to other schools will not be issued for students whose accounts are outstanding.

Official Report cards cannot be issued for the current term before the term is over. Report cards are only issued to parents after 1st and 3rd quarters. They will not be given to the student until the parent has had a conference with the teacher/s.

Textbooks

The North American Division of Seventh-day Adventists course of study is followed, if possible, in all classes. Teachers use quality textbooks from respected textbook companies commonly used in the USA. We choose the best textbooks for our students, but it is important to remember a good class is not based solely on the textbook. The teachers also use carefully selected materials and resources to supplement class discussions and assignments.

Since textbooks are brought from the USA, they should be handled carefully to avoid the extra costs of buying and importing books yearly. Students will be assigned their textbooks at the beginning of the school year. Students are responsible to keep that book in excellent condition. Any books lost or damaged beyond reasonable wear will be assessed the full replacement value, including shipping costs.

IT IS AGAINST COPYRIGHT LAWS TO TAKE OUR TEXTBOOKS AND COPY THEM. PLEASE DO NOT DO SO!

Eighth grade graduation requirements:

Eighth grade students will receive a diploma at graduation if the student has been in attendance at TAAS for at least one semester, has met the academic requirements for graduation, has maintained satisfactory attendance and behavior, and has fulfilled all financial obligations with the business office. Eighth Grade students will be issued three official transcripts after Graduation to be used for other schools. This must be requested in writing.

Eighth Grade Graduation Ceremony is an important event for your child. Please attend this important milestone in your child's life.

Eighth Grade students have opportunity to join the High School students on their study tours in the Spring if their grades and behavior reflect their maturity and independence

High school:

Taipei Adventist Preparatory Academy

TAAS encourages all graduating 8th grade students to enroll at Taipei Adventist Preparatory Academy.

TAPA is a vibrant high school associated with TAAS, but run separately with a different staff and principal.

TAAS students must register separately if they want to apply to the high school. TAAS cannot do that for you. Before admission, students must pass an English test and a math proficiency test. For more information, please call 2885-8282. TAPA is conveniently located next to the Jiantan MRT station in Shihlin.

Other Learning Opportunities:

Service Learning Projects

TAAS is committed to helping others. We will be having service learning opportunities for students to help others that need help. Students will have opportunities to leave campus on various days to go help others in the neighborhood or Taipei or maybe even farther away. If you know of projects that our students would be a help for please contact the principal ASAP. Students in the future will need to show what community service hours they have put in before they can be accepted to most colleges and universities. This is a real blessing to students that reach out and help others.

Field Trips

Field trips are educational in nature and not just for entertainment. The costs for these trips are included in the registration fees. Parents are encouraged to find educational field trips and let the teachers or principal know of the possibilities. Students should **always** wear their blue school tee shirts and bring the following items on field trips:

- ❖ Blue tee-shirt
- ❖ Water bottle
- ❖ Spending money
- ❖ Sack lunch/lunch money
- ❖ Comfortable clothes and shoes

Outdoor School

TAAS holds an outdoor school for Grades 6-8 each fall. This is a fun time of nature educational and physical activities. All students in Grades 6-8 or required to go. If for some reason the child refuses to go, that student will be given a list of homework assignments to finish during the week of outdoor school at home. The child will not come to school during that week. It is such a fun learning experience that kids regret if they don't go.

After School Programs

TAAS offers classes in various topics after school. These classes include sports, cooking, woodworking, chess, and music. It can vary from quarter to quarter what is offered. Activities are voluntary. No bus service is provided by the school for these activities. The sports program has first choice of playgrounds. If students stay after school to play, they will need to use other areas.

Students are encouraged to use our playgrounds after school according to their schedules. Parents are expected to supervise their own children after the buses leave if they want them to stay and play, and the child is not in an after school supervised program.

Standards of Conduct

TAAS wishes to develop a strong Christian character in every student and enable them to develop self-control, self-government and responsibility. The basic guidelines for student conduct grow out of the school's philosophy and objectives. TAAS supports and maintains the ideals of Seventh-day Adventists in matters of morals, dress, and behavior. Respect for the rights of others, applicable local laws, insurance regulations, care of school property, and church standards are all considered in determining specific behavioral standards. The standards of conduct are intended to improve the student's standing in society, elevate their character, ennoble their minds, and increase their happiness.

The following guidelines govern the entire curricular and extracurricular program of the school. These guidelines are simple and straightforward, but are not meant to be all-inclusive. It should be the student's purpose to abide by the regulations of TAAS as a matter of honor and respect. If students lack those good qualities, their experience at TAAS will be disappointing for them, their parents, teachers, and administration.

Behavior Goals

- ❖ We believe that learning increases when there is good behavior.
- ❖ We believe that every student can behave well.
- ❖ We believe that our success is measured by how well we teach students to be self-managers.
- ❖ We believe that our standards for behavior should be those taught in the Bible. Jesus emphasized that we should love one another and that we should even love our enemies. Our behavior should be gracious, kind, patient, and respectful.
- ❖ We believe that when students misbehave, they should be given a chance to make restitution for the effects of their misbehavior.

There are three basic rules at TAAS. A student must:

- ❖ Respect others
- ❖ Respect him/herself
- ❖ Respect school property

If the previous three rules were followed there would be no discipline problems at TAAS. But sometimes students need to have more clarification.

Specific Guidelines:

Following are some more specific expectations for students to be happy and succeed here.

The student will:

- ❖ Use English exclusively on school premises and while participating in any school sponsored programs or trips.
- ❖ Behave in a courteous and cooperative manner at all times and will avoid teasing, ridiculing, or physically harming others.
- ❖ Practice honesty in all things. Stealing or cheating will not be tolerated.
- ❖ Avoid crude or bad language.
- ❖ Refrain from inappropriate public displays of affection.
- ❖ Help keep our facilities and materials clean and in good shape by putting away playground equipment after use, keeping items off the floors in the hallways and classrooms, and keeping personal desk and locker areas clean.
- ❖ Do not throw rocks or any other things on the playgrounds.
- ❖ Report any damage to property and make restitution for it if applicable.
- ❖ Turn off cell phones and pagers during school hours.
- ❖ Meet scheduled appointments and be ready for class on time.
- ❖ Obey all classroom rules as outlined by the individual teachers.
- ❖ Not bring to school offensive material out of harmony with Christian or moral values. This includes, but is not limited to comic books, computer/video games, CDs, and DVDs. These items will be confiscated and will not be returned.
- ❖ Not bring to school hand-held electronic games, radios, CD players, MP3 devices, etc. If the student persists in bringing these items to school and students use them during class or recess times, then they will be confiscated and returned at the end of the semester or school year.

- ❖ Not possess, use, or distribute tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled dangerous substances on campus or buses. In addition, students may not distribute prescription drugs to others.
- ❖ Not bring to school weapons, dangerous objects, or explosive devices. Such action will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted also and may result in suspension.
- ❖ Not leave the campus without staff permission.
- ❖ Not bully ANYONE whether on campus or off. If students use their free time to post bullying notes on cell phones, emails, blogs, that denigrate or cause any adult or student mental anguish in any form, whether during school time or out of school time, the offending student will be disciplined and face possible expulsion.
- ❖ Any slanderous remarks against the school will be cause for discipline or expulsion.

Restitution Discipline Plan

TAAS has adopted the Restitution Discipline Plan (also called the tick system in more common language) in order to help its students become more responsible, self-disciplined learners and to treat others as they would like to be treated.

A partnership between parents and the school is essential if this plan is to be effective. It is the school's desire that parents support teachers in their quest in motivating students to become established, self-disciplined learners. Parents should not punish their children for behavior violations at school. Infractions at school should be dealt with solely by staff and the principal until it is time to have a conference with parents; however, parents have the right to request a conference with teachers at any time.

How the Restitution Program Works

Color coded: 7 distinct levels

Green	Good behavior and doing well in school
Blue	Restitution contract signed by student
Orange 1	Parent letter, student meets with discipline committee, one days detention after school.
Orange 2	Parent meeting with student present, loss of privileges, detention for four days after school.
Red 1	In or out of school suspension up to 5 days
Red 2	Permanent expulsion from school

Each student will carry a conduct card with him or her throughout the day. Students who alter their conduct cards will receive an automatic detention.

The teacher will give ample lead-time for a student to re-adjust behavior that seemingly does not match class or school expectations. If the student continues to disrespect people, property, or authority, a staff member may request the card from the student and then initial by the infraction that has been committed. Infractions may be ticked both in and out of class. Any TAAS staff member, including non-teaching personnel, can issue out-of-class infractions.

A tick for an infraction is not "punishment." It is simply a reminder to the student that he or she must strongly consider changing his or her behavior before the situation gets out of hand.

There are two types of infractions: unprepared-ness and behavioral. As the severity of the problem is different for these two types, they have separate penalties and limits as follows:

Unprepared: When students incur five ticks in one academic week for being unprepared for classes, they will be given a Restitution Contract from the teacher or the Discipline Committee. This will outline their infractions and how they plan to amend their practices.

Behavioral: When students incur three ticks for disrespectful behavior in one academic week, they will be given a Restitution Contract from the teacher or Discipline Committee. This will outline their infractions and how they plan to improve their behavior.

Combination: When students incur five ticks in a combination of behavioral and unprepared-ness in one academic week, they will be given a Restitution Contract from the teacher or Discipline Committee. This will outline their infractions and how they plan to improve their behavior.

This Restitution Contract must:

Be signed by the student.

Be taken to each teacher that issued a tick. Have the teacher sign the contract to verify that the student and teacher both understand why the ticks were given.

Be taken home to get a parent's signature.

Be returned the next academic school day after the contract is issued. It is to be handed directly to the homeroom teacher.

Be given to the teacher so they can send an email confirmation to the parent to verify the student has indeed handed the Restitution form to the parent.

The purpose of the Restitution Contract is to help the students understand that their behavior must change and that they must take responsibility for their actions. After a plan has been written out, the student will attempt to manage themselves under a probationary period of 10 academic school days. Students will move back to Green providing they successfully manage their way through probation.

In the event of extreme behavior, students may be moved directly from Green or Yellow, Orange or Red, skipping the sequence outlined above. Only the principal can approve a Red level.

Students who accumulate an Orange 1 will meet with the discipline committee to determine options for the student. The discipline committee consists of the principal and pertinent teachers. A parent letter will be sent home to inform parents of the actions of the student. Parents may request a meeting with the discipline committee if so desired. Students in Orange 1 will also automatically receive a detention.

Detentions will be served between 3:15 and 4:15 P.M. Parents will be notified at least one day in advance that a detention is to be served, and it is the responsibility of the parents to make arrangements for their child to be picked up from school after a detention has been served. The principal also reserves the right to hold detentions on a non-school day if he or she feels that this would be beneficial to cure the student's misbehavior.

Orange 2 is a repeat of Orange 1 except a parent meeting will be held at this stage instead of a letter being sent home. A second detention will be issued and school privileges, including extra-curricular activities, will be curtailed for a period of time as determined by the discipline committee. Students that reach Orange 2 will also be placed on an individual recovery plan by the discipline committee and firmly informed that the next level of discipline is Red 1, which carries very strict consequences such as suspension of up to 5 days.

If the student refuses to correct their behavior the final level is Red 2 and carries with it the penalty of expulsion from the school.

School Dress Code

TAAS does not currently require a specific uniform to be worn to school. However, student clothing should reflect Christian standards of modesty, moral values, and be neat and clean.

Students are to comply with both the letter and the intent of the following appearance standards at all school functions on or off campus, and may be asked to leave school or the particular activity until they comply:

- ❖ Lettering, emblems and pictures on all clothing, hats, and backpacks, must comply with Christian standards and not promote items such as rock groups, beer, tobacco, etc.
- ❖ Clothing should not be ripped or shoddy looking.
- ❖ Clothing should be modest. Students may not wear short-shorts or clothes that show the midriff or too much of the shoulders and chest. Undergarments, cleavage, and backs must not be showing. Pants should not drag the floor. Shorts, skirts, and slits should reach mid-thigh or lower when seated.
- ❖ No hats, hoods, bandannas, or headwear may be worn indoors during school hours, or in inappropriate places such as religious meetings, churches, restaurants, museums, and homes.
- ❖ No gang symbols or attire, including permanent and temporary tattoos.
- ❖ Makeup and nail polish should be selected and used in a manner to produce a naturally healthy look.
- ❖ Hairstyles and coloring should not be extreme and attract undue attention.
- ❖ Showy jewelry that could be lost or stolen, or that can cause harm to the wearer's body during PE or class activities should not be worn.
- ❖ TAAS blue tee shirts must be worn on all field trips. If not worn on the day of the field trip, the student will receive a tick and possibly be required to purchase a new shirt.

Health Issues and Emergency Planning

TAAS takes the safety of your child **very** seriously. The school holds regular fire and earthquake drills.

Health Form and Physical

TAAS is requiring that all students have a Health Form and Physical on file in the office. Please fill it out with all past immunizations and illnesses. Please take your child to have a physical before they enter TAAS. The original form must be on file with the office before the beginning of Second Quarter of the school year.

Accident Insurance

An accident insurance policy is carried by the school on each student and is included in the registration fee. The school will fill out the appropriate information on the insurance form (see the section under medication for medical care procedures for students). It is very important that the registration form if filled out properly so we can have the information needed for insurance.

Injuries

In case of minor injury, a medicine box is in the principal's office and the injury will be handled by the principal or secretary. If necessary, the principal may administer Ibuprofen/Panadol/Tylenol for menstrual cramps or minor aches or pain.

If there is serious injury, the child will be taken to Yang Ming Hospital for further care. Parents can meet the principal there. If the child does not have Taiwan Health Insurance the parents will be expected to pay first and then bring the original bill to the school office to apply for school insurance coverage.

Communicable Disease

Parents are asked to keep their children home for the day if the child has a temperature of 38 degrees Celsius or above. Children will be sent home if they have a temp of 38 degrees Celsius. Please notify the school office of communicable illnesses and conditions including, but not limited to, enterero virus, chicken pox, SARS, influenza, encephalitis, mononucleosis, measles, mumps, meningitis and other like diseases, which may present potentially serious health problems for those who came in contact with the disease and/or carrier.

Emergency Closing Information

TAAS will follow Taipei Municipal Department of Education guidelines for emergency school closings due to bad weather. If Taipei City School are closed, we will close. Please listen to the radio station of your choice or ICRT 100.7 FM (for English speakers) in event of possible typhoons.

Fire Drills

The school holds fire drills once a month. Earthquake drills are also held often. These fire drills are important for children to learn how to react in an emergency. Please make sure your children have rubber-soled slippers in case of a fire drill in the rain.

More General Information

Parent Communication

Often the school needs to send information home to the parents. All parents are required to give the office an **email address** to facilitate this process. Paper letters will be sent home from time to time. Stress to your child the importance of passing all information from the school on to you as soon as they get home. Parents often don't know important information because students do not give parents the letters.

Open communication and cooperative, supportive relationships will create the most positive and effective climate for learning. Parents are encouraged to establish open lines of communications with teachers. It is best to do this early in the school year rather than waiting until there is some concern or a problem that needs to be resolved. Developing a good relationship and being generous with words of appreciation will prevent many problems. Please remember that teachers are busy caring for their classes most of the school day. If you have an important issue to discuss, please call in advance to make an appointment with the teacher.

If a difficult situation arises, please talk directly to the teacher and your child involved. The principal will be available to help open lines of communication, clear up misunderstanding, and help to resolve problems as needed. The principal will assist in facilitating positive direct communication by listening, giving advice, or sitting down with all the concerned parties with the hope of discovering a win-win agreement.

Sometimes students have problems with each other, and they bring those problems home to parents. Often the teacher does not know about these issues. Parents will sometimes get upset and want to talk to the other child. This is not possible. The school will not give out phone numbers for parents of other students or parents without getting permission from the parents involved.

Every effort should be made to solve problems at the lowest possible level in a kind and direct manner. We want to emphasize the importance of talking promptly to the teacher as soon as a problem arises. Student's observations should be considered and respected. However, teachers and parents should not assume they have all the relevant information for a decision until they talk together.

Threats to School or Personnel

Sometimes parents become angry at teachers, other students, staff, or the principal. All efforts must be made to resolve these issues. If parents are angry it is important to talk to the Principal to clarify the situation. The Principal will not respond to angry, threatening emails with no name attached. If parents cannot/will not come to the Principal with their concerns to find out the true situation, then the perceived problem will not be considered seriously by Principal or teacher. But, if parents have a serious concern they are willing to talk about to staff or the Principal, then the concern will be treated with the utmost respect and attention.

If a parent threatens the school, or teachers, or students, or staff members, or the Principal it will be cause for dismissal of their student from our school. We can not tolerate threats of any kind to our school and its personnel.

Parent Involvement

Parents are invited to assist and participate in the school program as they are able and desire to do so. Please ask us for volunteer jobs or provide support to your child's teacher in any way possible.

Attendance

Students can only benefit and learn when they are in class. In order for the TAAS staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. We cannot teach a student who is not present!

Tardy Students

Students are required to be in their classroom by the second bell and be ready for school by 8:00 A.M. If students are late, they must come to the principal's office and fill out a tardy slip. The principal will decide if the reason is excusable. If buses are late, students' tardy slips will be excused. Excuses for traffic are not usually excused. If many students are late because of traffic, then the tardies may be excused.

Tardy slips are then given to the teacher. A record will be kept of all tardies and absences. **Three unexcused tardies equal one unexcused absence.**

Absent Students

If students miss more than 15% of the school days in the year (7 days per quarter, 28 days for the whole school year), they will not be promoted to the next grade **except** in the event of illness or necessary foreign travel.

If a student is sick or for some other legitimate reason will be absent, PLEASE FAX TO THE OFFICE this information ASAP. This is required to excuse the child for that time. Just a telephone call will not suffice. Class work, tests, and/or homework missed because of absences must be made up according to individual teacher policy and discretion. Attendance will be taken for all off-campus activities. Unexcused absences can affect student grades and standing in our school.

Arrival and Departure Guidelines

Students may come early, play on the playgrounds and wait for the doors to open at 7:45 A.M. Please be aware that teachers will **not** be providing supervision at that time.

Students should leave the campus immediately when school is dismissed unless they are staying for specific purposes such as organized sports, detention, or teacher request.

The staff takes its responsibility very seriously, providing supervision at all times during the school day. If your child is required to stay after school for any reason they will be supervised. Playgrounds are supervised until the buses leave in the afternoon. All students that choose to stay on our playgrounds after school are required to have parent supervision.

TAAS cannot be responsible for students before and after school that are not in school sponsored programs.

Traffic

The school is located in a lovely location, but unfortunately traffic is congested morning and evening. In the mornings, there will be traffic directors to help ensure that cars and buses can enter as quickly as possible. It is important to remember that buses and cars entering the school have priority over those leaving. Any car that arrives after 7:50 needs to wait until 8:00 before attempting to leave the school. **THOSE ENTERING HAVE PRIORITY.** Please pay attention to the traffic directors.

It is wise if parents get to school a little early if they do not want their children to be late for school. The principal does not excuse tardies for traffic reasons unless there is an accident on the road which prevents several parents from arriving on time.

Closed Campus

TAAS is a closed campus. No one is allowed on the campus or into the building unless they have obtained permission from the office.

Once students arrive at school, they are not to leave campus until school is dismissed at the end of the day. Non-students will only be allowed into the reception area during school hours.

Telephone Calls

Teachers are required to keep their cell phones on during school hours. They will provide their phone numbers to parents and students. If a child needs to be contacted please call their teacher.

Students are allowed to bring their mobile phones to school but **must turn them off** during school hours. The school telephone is for business use and emergency calls only. Students and teachers will not be called from their classes to answer the office telephone. However, messages will be conveyed to them. There is a pay phone for student use. A phone card is available in the office.

Bathroom Use

We have found that students often use the bathrooms for socializing during class time. So the policy in most if not all classes is that students will go to the bathroom only during breaks or with a hall pass if teachers give them permission during class time. Going in and out causes students to disturb the rest of the class and they miss important information if they are often gone for long periods. Students are urged to take bathroom breaks during their normal five minute breaks between classes for Upper grades 6-8. In case of emergency, students will be allowed to use the bathroom with a bathroom pass. Students will not be allowed to leave the room in groups to go to the bathroom. One will be allowed to leave at a time before the next child goes. All students are allowed to go during class in an emergency situation with teacher permission.

Lockers for Grades 1-4

Hall lockers are available for student use in grades 1-4 (Upper grade classrooms have other storage areas for student use). The lockers are property of the school and should be carefully maintained. Students may not write on, apply stickers to, decorate, or damage the inside or outside of the lockers in any way. TAAS reserves the right to inspect any and all lockers without prior notice. If a child persists in mistreating his locker or someone else's locker, his locker door will be removed and not returned till the end of the year. These lockers cannot be locked. The school will not be liable for any items lost, stolen, or damaged.

Library Books

Many library and reference books are provided in the classrooms for students use. These books can be checked out and taken home for student use. All school materials must be returned. They should not be written in or damaged in any way.

Food Service

There is **no** food service offered by the school. Students may bring box lunches to school and consume them in designated areas. The school will provide hot boxes to heat food. Microwaves and Refrigerators are not provided for student use. Please send food that does not need refrigeration or microwaves. If students forget their lunches, the office will provide noodles in an emergency.

Posted Announcements on the Website

Please check the website often for info that will be important to you and your child. Parents will be responsible for items and info posted on the website.