

**TAIPEI ADVENTIST AMERICAN SCHOOL**  
**STUDENT AND PARENT HANDBOOK**

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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. The information provided will answer most of the questions you have relative to the operation of TAAS. If you have further questions, please call the school.

TAAS is owned and operated by the Seventh-day Adventist church. Founded in 1863, The Seventh-day Adventist church operates a worldwide system of over 7,500 educational facilities from preschool through university levels in over 100 countries.

## 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 Seventh-day Adventist Hospital in Taipei. In fact, school was held for many years at a location in the hospital. In 1985 a new school building was built on the mountain 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 a complete elementary and junior high school with an American based curriculum providing ELL, Chinese, computer and

other challenging classes. The homeroom teachers come from the USA and Canada and are highly trained and certified. Taipei Adventist American School is accredited by the Adventist Accreditation Association. TAAS's 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 American students.

## **PHILOSOPHY AND OBJECTIVES**

### **THE MISSION**

The mission of Taipei Adventist American School is to provide an academically challenging, Seventh-day Adventist, value-based, American education to K-8 Taiwanese and international students with foreign passports in the greater Taipei area. TAAS is committed to a nurturing environment that will provide opportunities for spiritual, academic, social, and physical growth.

### **ADVENTIST EDUCATIONAL PHILOSOPHY**

The Philosophy of the Adventist education program is based 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 young people 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, social and spiritual capabilities of young men and women.

### SPIRITUAL OBJECTIVES:

Students will:

- Experience God's love and learn how to share it with others.
- Treat others with respect, just as they would like to be treated.
- Develop a working knowledge of Biblical beliefs.

### INTELLECTUAL OBJECTIVES:

Students will:

- Develop language skills including the ability to effectively speak, read, and write English.
- To the best of their ability, master all subjects for future academic success.
- Develop the ability to think independently and creatively to accept responsibility for their academic progress,

### SOCIAL OBJECTIVES:

Students will:

- Develop an appreciation for the value of each individual.
- Demonstrate a respect for all cultures without prejudice.
- Develop acceptable social behavior.
- Learn personal and civic responsibilities.



**PHYSICAL OBJECTIVES:**

Students will:

- Develop good health habits in: diet, sleep, exercise, and self-discipline.
- Learn facts and issues concerning: health, disease, and lifetime fitness.

**SCHOOL SERVICES****OFFICE HOURS**

	Open	Close
Monday - Thursday:	7:45	16:30
Friday	7:45	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**

	Classes Begin	Classes End
Monday - Thursday:	8:00	15:15
Friday	8:00	14:00

**OPEN GATE HOURS**

	Morning	Afternoon
Monday - Thursday:	7:30 - 9:00	14:30 - 17:00
Friday:	7:30 - 9:00	13:30 - 14:30

## ACCIDENT INSURANCE

A student 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. Parents are responsible for providing correct information to the school and are responsible for verifying that the information provided to the insurance company is correct and accurate. If you have any questions about the school insurance policy please contact the office.

## EMERGENCY CLOSING

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

## FIRE DRILLS

TAAS takes the safety of your child very seriously. The school holds fire drills once a month. Earthquake drills are also held often. These drills are important for children to learn how to react in an emergency.

## FOOD SERVICE

If parents choose, TAAS will provide a vegetarian hot lunch for a fee. Parents must sign up and pay for these hot lunches at time of registration for the whole semester. If a student enrolls late or later chooses to sign up for lunches, lunch service will begin at the beginning of the next month. Students may also bring box lunches to school and consume them in designated areas at approved times. 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 at a cost of 50 NTD each.

### TELEPHONE CALLS

Students are allowed to bring their mobile phones to school but must turn them off and keep them out of sight during school hours. Cell phones may be taken by the teacher or other staff member if students are caught using them without permission.

The school telephone is for business use and emergency calls only. Students and teachers will NOT be called from their classes to answer the telephone. However, if a student or teacher needs to be contacted, please call the office and the secretary will pass the message to the appropriate teacher (s) or student(s).

### LIBRARY POLICY

All pupils in the school are entitled to use and withdraw reference and library books.

Damage to materials beyond reasonable wear and all losses shall be charged to the student who checked the book out. Minimum charge to replace and reprocess lost books shall be NT\$500 and up to the actual cost of the book plus shipping.

### STUDENT STORAGE AND LOCKERS

Lockers or storage areas are available for all students. Storage areas are property of the school. Students may not put stickers or write on or in them. TAAS also reserves the right

to inspect any locker without prior notice when deemed necessary. The school will not be liable for any items lost, stolen, or damaged.

If a student persists in mistreating their locker, their locker privileges may be revoked and the policy for defacing school property will be followed.

## LEARNING SUPPORT SERVICE

Learning support service is designed to give students with learning, developmental, or physical disabilities the required help they need in order to reach their maximum educational and social ability.

For a student at TAAS to receive learning support services (LS), the school must have on file a copy of a doctor's diagnoses of a learning, developmental, or physical disability within the last three (3) years that would require the student to receive the extra help of a learning support teacher.

If a teacher feels that a student may need LS services, the following procedure will be followed:

1. The teacher will document the student's lack of progress, problems, interventions and accommodations used to help the student.
2. The teacher will submit a written request to the principal to have the student and report evaluated by a committee consisting of the principal or vice principal, the homeroom teacher, the LS teacher, and one other appointed teacher. The LS teacher will head the committee.

3. The committee will meet together to discuss the students progress or lack of progress and will develop a plan to help the student succeed based on the students needs, ability and learning style. This plan will be referred to as the Individualized Education Plan (IEP). The plan may include:
  - a. Testing for a learning disability. If testing is required, the committee will meet after the testing is completed and results are available before developing an IEP.
  - b. Diagnosis of a learning disability by a certified physician or clinician approved by TAAS.
  - c. Goals and objectives by which to measure the student's progress and success.
  - d. An alternative teaching style may be given to the teacher.
  - e. Alternative homework/assignment requirements or accommodations.
  - f. Alternative testing requirements or accommodations. (Note: Whatever testing accommodations are used for the student's education this may include, IOWA test, classroom test or other test given.)
  - g. An alternative learning setting as needed.
  - h. One-on-one help by a tutor or the LS teacher or a teacher's aid.
  - i. An alternative grading system may also be used for the student.
4. The IEP plan will be monitored by the LS teacher and will be enforced by all teachers, faculty and staff of TAAS who are directly involved in the student's education
5. A copy of the goals and objectives will be given to all teachers involved in the student's education and a copy of the student's IEP will be kept in their cumulative folder.

6. The committee will meet with the parents to present reasons for why the student may need LS services and to present the committee's plan to help the student succeed.
7. In consultation with the parents', TAAS will implement the plan provided and will reevaluate the student's progress once a year or more as deemed necessary by the LS committee. If the parents do not consent and it is documented that the student takes too much of the teacher's time, hindering the education of the other students in the class, the parents may be asked to withdraw their child from TAAS.
8. If it is deemed that the student has made adequate progress according to the goals set and the committee feels that the student can function successfully at their grade level academically and behaviorally, the student may exit the LS program at which time they will have the same expectations and assistance that their peers receive at their grade level in the general education setting.

Note: There is an extra fee for students who require learning support.

## **ADMISSIONS**

TAAS is open to students holding foreign 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/herself 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 the student deviates from the citizenship standards as outlined in the discipline section of this handbook.

## ACADEMIC PLACEMENT

TAAS administers both entrance and qualifying tests. In addition, it reserves the right to set additional academic and behavioral benchmarks as deemed advisable. The results of such tests will be used in determining placement in a study program most suited for the student's long-term development.

## ADMISSION REQUIREMENTS FOR NEW STUDENTS

New students must make formal application to enter TAAS by completing the appropriate application form. The admissions committee will review the applications and the students will be notified of their acceptance in writing. Please note the following admission requirements:

- An Interview with parent and potential student.
- Submit *Registration Form* in English.
- Pay the Application Fee.
- Complete two recommendation forms.
- Submit the child's original foreign passport.
- Submit two years of former school records in English.

- Submit current health records including a proof of a physical.
- Take an English placement test (grades 2-8).
- Pay the registration fee to hold the child's place.
- Financial clearance by the registrar.
- Sign the TAAS Student Handbook's Parent and Student Agreement indicating compliance with behavioral standards.

Please remember all students entering first grade must be six years old by September 1 of that school year.

New students will be accepted providing there is room in the program and the student meets the admission requirements and behavior standards of TAAS. Any student who has a history of negative behavior or special needs may be considered by the administration on an individual basis.

Registration for current students will begin in March of the current school year. Current students in good standing are given priority in registering for the next school year. They will be expected to fill out a *Re-enrollment Form* and pay the discounted registration fee.

By the end of March, current students need to have paid their discounted registration fees and filled out the re-registration form to hold their place for the next school year. If re-enrollment has not been completed by that time, new students will be given class openings. Once a class is filled, any new students will be put on a waiting list. When there is space, they will be accepted after they have paid the Registration fee.



## TRANSFERS

TAAS has an open transfer policy, meaning it welcomes students to enter throughout the school year. The only period when transfer students are not accepted is during the final month of each semester.

Students requesting transfer into TAAS will be evaluated with the same standards as students applying at the beginning of a school year.

Students may transfer out for one of three reasons:

1. Voluntary transfer: Students can withdraw and/or transfer to another school at any time by making a formal request to the principal by filling out an official withdraw form and submitting it to the office.
2. Academic Transfer: Students who perform below TAAS minimum standards will be asked to transfer to a less-demanding school.
3. Behavioral Transfer: A student whose behavior is deemed inappropriate for TAAS will be asked to transfer to a school more in line with his/her behavioral standards.

## GENERAL GUIDELINES

### ARRIVAL AND DEPARTURE

Students may arrive early, play on the playgrounds and wait for the doors to open at 7:45 A.M. TAAS teachers are scheduled to provide supervision beginning at 7:30. Before 7:30 parents are responsible for the supervision of their child. The staff take their responsibility very seriously, providing

supervision at all times during the school day. Playgrounds are supervised until the buses leave in the afternoon.

Students should leave the campus immediately after school is dismissed unless they are staying for specific purposes such as organized sports, detention, or teacher request. If your child is required to stay after school for any of these reasons they will be supervised.

All students that choose to stay on our campus after school are required to have parent supervision. TAAS will not be responsible for students before and after school that are not in school sponsored programs.

**There will be a fee of \$125 NT per 15 minutes charged to the parent whose child has not been picked up after 3:45.**

### PICK-UP AND DROP-OFF

In the mornings, there will be traffic directors to help ensure that cars and buses can enter as quickly as possible. Any car that arrives after 7:50 needs to wait until 8:00 before attempting to leave the school. Please be advised that buses and cars entering the school have priority. Please pay attention to the traffic directors. We advise the drivers to get to school a little early to avoid traffic time.

### CLOSED CAMPUS

TAAS is a closed campus. Once students arrive at school, they are not to leave campus until school is dismissed at the end of the day. Entrance onto school campus will only be permitted if escorted by school staff. Parents are requested to call in advance for access to classrooms during school hours.

## VISITORS TO THE SCHOOL

Parents and school board members are welcome to visit the school at any time. All visitors must check in at the office when they arrive at the school during school hours.

Teachers are not available to visit with parents during school hours. If a parent needs to visit with the teacher, he/she should schedule time outside of school hours so teachers can concentrate on their students and classes. When possible, please make appointments to meet with the principal if you need to see him/her.

## MEDICAL EMERGENCIES & MEDICATION

In case of medical emergencies, TAAS staff will contact ambulance services or a local hospital as necessary.

School personnel are not permitted to give a student any medication unless it is a prescription given by a doctor, in its original container, with a signed note that includes directions from a parent. This includes non-prescription drugs such as acetaminophen. In an emergency, authorization may be given over the phone by a parent.

## 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 temperature of 38 degrees Celsius. Students who are sent home for illness will not be allowed back to school the same day. Please notify the school office of communicable illnesses and conditions including, but not limited to: H1N1, Enterovirus, 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.

## PARENTS COMMUNICATION

RenWeb and the TAAS website are used to facilitate the communication between TAAS and parents. With RenWeb, parents have instant access to their student's grades, homework, lesson plans, attendance, and behavior at TAAS. Information on RenWeb is regularly updated so that parents will not miss any important announcement concerning TAAS and their students. Parents will be responsible for items and info posted on the website and RenWeb. Newsletters will be sent home from time to time in hardcopy. Stress to your child the importance of passing all information from the school on to you as soon as they get home.

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.

Sometimes students have problems with each other, and they bring those problems home to parents. If a difficult situation arises, please contact the teacher first about any concerns you have. If the issue is still not resolved please contact the principal who will be available to help open lines of communication, clear up misunderstandings, and help to resolve problems as needed.

At no time should a parent try to resolve the conflict with another student. 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. Problems are not as effectively solved and solutions not found as quickly and easily when perceived problems are circulated before serious attempts are made to discover a mutually satisfying solution. 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.

## STANDARDS OF CONDUCT

TAAS wishes to develop a strong Christian character in every student that enables them to have 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. Specific behavioral standards are based on respect for the rights of others, applicable local laws, insurance regulations, care of school property, and church 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*.

**The three basic rules at TAAS are:**

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

If these three rules are followed there will be no discipline problems at TAAS. However, for the benefit of being more specific the following rules apply.

- Respect is to be shown at all times to God as our Creator and Redeemer and to teachers, staff, volunteers, and fellow students.
- The laws of the Republic of China government are to be respected and obeyed.
- Obey all classroom rules as outlined by the individual teachers.
- Since TAAS is an American school, it is expected that all students will speak English at all times while on campus or attending school activities. (except in Chinese class and when directed by a faculty member)
- Each student is to behave in a courteous and cooperative manner at all times and will avoid bullying through teasing, ridiculing, physically harming others, or any other means that belittles another person.
- To develop a strong moral character, TAAS will not permit dishonesty, theft, foul language, or other misconduct at school or school-related functions.
- The public display of affection on campus or during school activities is not allowed.
- Students should 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.

- Report any damage to property and make restitution for it if applicable.
- Meet scheduled appointments and be ready for class on time.
- All items that are brought to school should be in harmony with Christian values and standards. Inappropriate items such as, but not limited to, comic books, computer/video games, CDs, DVDs, and cards are not allowed and will be confiscated.
- Do 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.
- Do 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 also not permitted and may result in suspension.
- Do not leave the campus without staff permission.
- Any slanderous remark by parents or student against the school will be cause for discipline or expulsion.

## INTERNET USAGE

TAAS provides its students with computers linked to the world-wide-web through high-speed ADSL connection. This connection to the internet is designed as a learning tool by which teachers and students can access global educational resources to supplement the library and their in-class learning.

It is the policy of TAAS that all technology used to access the internet be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of internet privileges.

Individual users, students and adults, are responsible for their use of the network. The internet and the technology used to access and utilize its resources are for educational use only. A responsible network user will:

- Use language that is considered appropriate
- Be polite
- Send information that other users will not find offensive
- Conform with copyright laws and always give credit to the author of the material used
- Refrain from tampering with the system or adding, altering, deleting or destroying anyone's files, data, software, or hardware.
- Not use the system for any illegal or commercial activity
- Not use a computer to Bully/Harass/intimidate/defame anyone during or after school hours
- Not use social media sites inappropriately during or after school.
- Not access any website with pornography, hate/discrimination, drugs, and proxies.

A responsible network user must be aware that:



- Use of the network is a PRIVILEGE and not a RIGHT
- The TAAS network is to be used only for educational purposes
- Any material downloaded on a terminal is not guaranteed to be private
- Students should never reveal personal information about any user, such as address, telephone number, credit card numbers, national identity number, etc.
- Food and drink are not allowed in the computer labs
- Violation of any of the above policies will result in possible loss of internet privileges and/or disciplinary action.

### BUS GUIDELINES

Students shall conduct themselves in accordance with the following rules. The right to use school transportation may be denied to a student who violates these rules.

- The driver/ bus monitor is in full charge of the bus and pupils. The student must obey them promptly and willingly.
- Students shall ride their regularly assigned bus.
- A student shall not be allowed to depart the vehicle other than at his or her boarding place unless written permission is obtained from the parents and the principal.
- The driver may require that students follow an assigned seating pattern.
- Classroom conduct must be obeyed.
  - A Will sit properly in their seats
  - B Will refrain from throwing objects
  - C Will keep their hands, feet, objects to themselves
  - D Will be courteous to their fellow passengers
  - E Will not use electronic devices on the bus

F Will not use vulgar language on the bus

- Students are to assist in keeping the bus clean by keeping trash off the floor. Eating is not permissible except when specifically authorized and supervised.
- Windows may be opened only with permission of the monitor. When opened, no student shall extend any part of his or her body out of the window.
- Excessive noise and loud behavior is not permitted.
- Students are to remain seated and seat belted while the bus is in motion. Seat belt fines will be passed on to parents.

Consequences of not obeying the appropriate behavior mentioned above:

1<sup>st</sup> Step: Verbal warning

2<sup>nd</sup> Step: Student behavior reported on RenWeb.

3<sup>rd</sup> Step: Student behavior reported on RenWeb.

- Conference with principal and bus monitor
- Parent contact
- Student may be removed from the bus for 1 week

4<sup>th</sup> Step: Student behavior reported on RenWeb.

- Conference with principal and bus monitor
- Parent contact
- Student may be removed from the bus for 2 weeks

## PERSONAL APPEARANCE STANDARDS

Participating in a school function is an important experience demanding an atmosphere and spirit of thoughtfulness and respect that begins with how an individual prepares his or her personal appearance at the beginning of the day. This means the clothes they wear, the way they style their hair, the accessories they choose, and the makeup they apply appear natural and holistic.

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, and skull and crossbones, etc.
- Clothing should not be ripped or sloppy 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, nor be excessively tight fitting. Shorts, skirts, and slits should reach mid-thigh or lower when seated.
- No hats, hoods, bandanas, or headwear may be worn indoors during school hours, or at inappropriate times such as religious meetings, churches, restaurants, museums, and homes.
- No gang symbols or attire.
- No permanent and/or 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 official shirts must be worn on all field trips. If a new shirt needs to be replaced, a replacement fee will be charged.

## **DISCIPLINE**

It is our goal at TAAS to run a quality school program where discipline is not an issue. To that end, our behavior goals are based on the following beliefs:

- We believe that learning increases when there is good behavior.
- We believe that no student has a right to interfere with another student's learning.
- 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 "fix" the effects of their misbehavior.

(Parents can help their children have a positive experience at school by making sure they get plenty of sleep and eat a good breakfast each day before coming to school.)

The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the school standards are listed below. Understand that the teacher reserves the right to modify the application of each step as his/her creativity and the character of the student indicates.

All teachers and staff members of TAAS are part of the discipline team. Respect must be shown to them at all times. Teachers have the right to use their judgment on issues of classroom management.

### RENWEB DISCIPLINE TRACKING

TAAS uses RenWeb software to track disciplinary actions reported by teachers, staff, and administration. All information reported on Renweb is part of the student's permanent record and may be used for future recommendations.

### GRADE 1-2 DISCIPLINE POLICY

Consequences for failure to adhere to responsibilities under *Standards of Conduct*:

1st infraction: Verbal warning/time out

2nd infraction: Discipline tracked and recorded on RenWeb.

3rd infraction: Conference with parent and noted on RenWeb

Inappropriate physical contact will result in an immediate parent/teacher conference.

Immediate suspension or expulsion:

- Weapons
- Truancy
- Bullying (hurting, frightening, threatening, or leaving someone out on purpose)
- The willful failure/refusal to follow any of the school rules may result in suspension

## GRADE 3-8 DISCIPLINE POLICY

### LEVEL ONE

- 1<sup>st</sup> infraction: Verbal warning  
2<sup>nd</sup> infraction: Written warning  
3<sup>rd</sup> infraction: Detention

- Outside of class without permission/pass
- Chewing gum or eating foods without permission
- Failure to deliver/return communication with parents
- Assignment notebook not with student
- Not speaking English (except in Chinese class) warrants a 50 NTD fine

### LEVEL TWO

- 1<sup>st</sup> infraction: Detention and parent contact  
2<sup>nd</sup> infraction: Detention and parent contact  
3<sup>rd</sup> infraction: Detention/Parent contacted by principal/Conference with parents, teacher, and other school personnel involved warning of impending 1-day in-school suspension  
4<sup>th</sup> infraction: Detention/1 day in-school suspension

5<sup>th</sup> infraction: Detention/Letter from principal- 2 day out-of-school suspension

6<sup>th</sup> infraction: May result in student expulsion

Note: all level two infractions noted and tracked on RenWeb

- Vulgarity/Profanity/Verbally disrespecting staff
- Disruptive behavior on school grounds
- Failure to attend detention session
- Inappropriate physical contact

### LEVEL THREE

1<sup>st</sup> infraction: 2 days detention and immediate conference with parents

2<sup>nd</sup> infraction: In-school suspension (Completion of work is required) and 2 days detention

3<sup>rd</sup> infraction: Out-of-school suspension (Completion of work is required) and 2 days detention

4<sup>th</sup> infraction: Negative behavior becomes a level four problem.

**Note:** all level three infractions are noted and tracked on RenWeb

- Cheating
- Insubordination towards school personnel
- Stealing
- Fighting/Unsafe behavior
- Damaging/Defacing property
- Forgery of parent signatures(s)
- Harassment/Threatening behavior toward other students or school personnel

### LEVEL FOUR

Immediate suspension or expulsion:

- Weapons/Firearms
- Tobacco/Alcohol/Substance Abuse
- Truancy
- The repeated willful failure/refusal to follow any of the school rules

Notes discipline policy:

After thorough investigation of the offense or action, the school reserves the right to move to higher level consequences when actions warrant.

Dishonesty will be addressed with additional and more severe consequences.

### DRESS CODE VIOLATIONS

1st infraction: Call to parents to bring appropriate clothing to school. Used TAAS t-shirt will be used if clothes from home cannot be provided.

2nd infraction: Call to parents plus reported on RenWeb.

3rd infraction: Conference with parents and noted on RenWeb.

### DETENTION

Detention is when a student is required to stay after school in a supervised disciplinary environment. Students are required to do work, stand against the wall or just sit at the desk in a convenient and quiet manner. It is held after school for 60 minutes. Detention days will be scheduled when appropriate.



Student must report to the designated room by 3:25. Parent or adult authorized by parent on form must pick up the student from detention.

## 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. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.

### ATTENDANCE GUIDELINES

- All attendance records are permanent and are recorded on a student's transcript and RenWeb.
- An absence count will start upon a student's first registered day in a term.
- Students will receive an unexcused tardy for entering class after 8:00 am.
- If a student is 30 or more minutes late for school, he/she will be marked absent.
- It is the student's responsibility to contact the teacher in order to determine the possibility of making up work due to unexcused absence.
- Receiving 3 unexcused tardies will be treated as equal to 1 unexcused absence and will be subject to the same consequences.
- Attendance will be taken for all off campus activities.

- If a student misses more than 7 days per quarter or 28 days per school year for any reason, excused or unexcused, they may not be promoted to the next grade.

## EXCUSED AND UNEXCUSED TARDIES AND ABSENCES

When a student needs a prearranged absence from school, they must print an excuse form from the TAAS website, fill it out, obtain the correct signatures, and return it to the office before 3 days of the absence.

Parents may call or e-mail for a non-prearranged excused tardy or absence.

Students will be given two days for each day missed to make up work for excused absences and tardies. Excused absences or tardies may include:

- An illness or injury that prevents the student from attending school. The illness or injury must be verified by a health care provider in writing if absent more than two (2) consecutive days.
- A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- Medical, dental, or psychological tests during the school day. The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- Religious holy days.
- Other extraordinary situations approved by the school Administrative Committee.
- Late school bus.

**IMPORTANT:** Some parents think that any absence or tardy will be excused as long as the parent sends a note or calls the office. **This is not true.**

Following are examples of unexcused absences even when the parent contacts the office:

- Repetitive and chronic absence due to illness or injury. In these cases, the parent must submit a letter from a health care provider verifying that the student was too sick or injured to go to school.
- Family vacation
- Overseas trip
- Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.
- Cutting school

Unexcused tardies include:

- Traffic
- Running late due to personal reasons

## ACADEMICS

The academic year consists of two eighteen-week semesters. Quarterly grades are issued at the end of the first nine weeks of each semester. Final grades are issued one week after the end of the semester. Quarter and Semester grades are the only grades that appear on the student's permanent record (transcript).

Progress reports may be sent out periodically

## GRADING SYSTEM

Grades 1- 8:

<u>Percentage</u>	<u>Letter Grade</u>
97-100%	A+
93- 96 %	A
90- 92 %	A -
87- 89 %	B +
83- 86 %	B
80- 82 %	B -
77- 79 %	C +
73- 76 %	C
70- 72 %	C -
67- 69 %	D +
63- 66 %	D
60- 62 %	D -
0- 59 %	F
Incomplete	I

### ELL PROGRAM

TAAS operates an English Learning Language program for students who aim to study at an American elementary school-level but initially do not have the required English language skills.

Students applying to TAAS will be given a series of English competency evaluation tests covering grammar, writing, reading comprehension, and vocabulary. Students are placed based on their enrollment testing scores.

Students who test below standard will be placed in an intensive ELL program and given appropriate extra assistance in a regular homeroom class dependent upon available resources.

ELL students will be graded on a modified grading system similar to the normal grading system but with standards and accommodation relevant to their ELL level.

In order to ensure that our graduating students meet the standards for academic achievement, students enrolled in the ELL Preparatory Program are not eligible for graduation from the eighth grade at TAAS. Students that have satisfactorily completed the seventh grade and have satisfactorily met the expectations for exiting the ELL Preparatory Program may complete a re-enrollment form for the eighth grade and be considered for eighth grade graduation after satisfactorily meeting the eighth grade graduation requirements.

### 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 should 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 yearly school 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 as the school may not be able provide a translator at the required time.

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.

## ENGLISH TUTORING

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.

TAAS does not generally promote the use of after school English classes, generally called Cram School.

We believe that more often than not these English classes are not beneficial to the student's academic progress. This is based on observation over the years.

- Often cram classes will give homework which will take away from the student focusing on the actual school work required of them resulting in lower grades.
- Cram classes can take up a considerable amount of time that takes away from the student's time outside of school to focus on quality school work.
- Too much time spent in afterschool classes can often make the child look at learning as a chore and not as something to love and appreciate.
- After-school tutors will often do 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.
- Cram schools often reinforce bad English, also known as "Chinglish"
- Children need time to be children. They can only spend so much time "learning" before information is no longer retained. They need time off.

- Children need to spend time with family where they will have love and support in the child becoming who they will be.

## 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**  
Given every quarter for students that receive all A's in all subjects.
- **Honor Roll,**  
Given every quarter for students that receive A's and B's in all subjects
- **Perfect Attendance:**  
Students that have not missed anytime at school for any reason, excused or unexcused for the whole school year
- **Principal's Award:**  
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

Academics and learning are one of the major purposes for TAAS. 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. Students will be placed on academic probation at the end of each quarter when he/she:

- Receives a grade lower than a C- in any subject.
- The cumulative grade average is 69% or below.
- Students with learning disabilities who do not meet their IEP goals.

The following actions will be taken when a student is placed on academic probation:

- The school will call a parent/student/teacher conference to discuss alternatives, including possible need for personalized tutorial help. The student will remain on academic probation until he/she receives a quarter grade above the limit for academic probation.
- The student may lose privileges and or extracurricular activities.
- Student may be required to stay after school for supervised homework help.
- Student may be put on in-school suspension. This means the student will be given their normal assignment isolated from the class and required to do their work.

Student's academic probation will be reviewed quarterly. At the end of every semester any student continuously on academic probation will have their student status reviewed. Students continuously on academic probation may be asked to leave.

## TEXTBOOKS



The North-American Division of Seventh-day Adventist Education course of study, with modifications, is followed in all classes. Teachers use quality textbooks from respected textbook companies commonly used in the USA.

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.

Please remember, it is against copyright laws to take our textbooks and copy them.

## TRANSCRIPTS

Five transcripts of school credit will be issued without charge. A NT\$150 charge will be required for all further transcripts. A transcript will not be issued if the student has an unpaid bill at TAAS.

## EIGHTH GRADE GRADUATION

Eighth-grade students will receive a diploma at graduation if the student has been in attendance at TAAS for at least one semester, may not have any F's as their final grade for any subject unless allowed by an IEP that was developed due to a learning disability and in compliance with the learning support policy of TAAS, has maintained satisfactory attendance and behavior, and has fulfilled all financial obligations with the business office. Students' graduation status must be approved by the Academic Review Board.

The graduation ceremony is an important event for your child. Please attend this milestone in your child's life.

## **OTHER LEARNING OPPORTUNITIES**

### **THE PRIMACY COLLEGIATE ACADEMY**

TAAS encourages all graduating 8<sup>th</sup> grade students to enroll at The Primacy Collegiate Academy. Primacy (TPCA) provides a unique school environment designed to help students become successful in future academic pursuits and higher-educational institutions. They offer an American high school (grades 9-12) curriculum allowing students easier access to many western universities and international college programs. Their small school environment allows them to focus not only on academic successes, but also the development of character and habits that lead to success throughout a lifetime. Students must register separately if they want to apply to the high school.

For more information, please call 2885-8282.  
Primacy website is: [www.tapa.tp.edu.tw](http://www.tapa.tp.edu.tw)

### **COMMUNITY SERVICE PROJECTS**

TAAS is committed to helping others. Students will have opportunities to leave campus on specific days in the school year to go serve others in our neighborhood, around the city, or even farther away. If you know of any projects that our students could be involved with please contact the principal. As students progress through their schooling they will often be asked about community service hours they have put in before they can be accepted to many colleges and universities.

Serving others is a real blessing to students and will enrich their lives.

Eighth-grade students may have the opportunity to participate in a mission trip in the spring if their grades and behavior reflect their maturity and independence.

### 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 welcome to find educational field trip opportunities and let their teacher or principal know. Students should always wear their official school shirts and bring the following items on field trips:

- Water bottle
- Spending money - optional
- Sack lunch/lunch money
- Comfortable clothes and shoes
- TAAS Student ID Card

### OUTDOOR SCHOOL

Grades 6-8 will attend Camp Taiwan or another outdoor school opportunity for one week to participate in outdoor school. This is a fun time to spend in nature and participate in outdoor educational and physical activities.

All students in grades 6-8 are required to go. Students who refuse to go may still be required to attend school depending on the resources available. The student will be given a list of homework assignments to finish during the week. Attendance will count for official school days so non-attendance will be

treated according to normal attendance policy. There will be no refunds for non-attendance.

Outdoor school is such a fun learning experience and bonding time that students always regret not going. Grades 4 and 5 will also attend a two-day, one-night program for outdoor school.

## AFTER SCHOOL PROGRAMS

TAAS offers voluntary after-school classes in various topics such as but not limited to soccer, gymnastics, cooking, chess, music, English, Chinese, etc. Classes will vary quarter to quarter. Extra fees will apply.

## FINANCE

### STUDENT ACCOUNTS

Every successful school must operate on a sound business basis. Before a student is enrolled in the school, a parent or guardian must accept financial responsibility for the student by signing an agreement stating that the account will be paid by the designated timetable.

Accounts must be kept current. Any account, which becomes 30 days overdue, may necessitate the withdrawal of the student from TAAS.

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

Application and registration fees are outside of the term charge structure and will be due at application and registration respectively.

## TUITION AND FEES

Please request *Tuition and Fees Schedule* document from the administration office.

## FAMILY MULTIPLE STUDENT DISCOUNT

Families with multiple students attending TAAS are eligible for a discount. The oldest student pays full tuition, the second student receives a 5% discount, and additional students receive a 5% discount. This discount is for tuition only, and does not affect registration, ELL, Bus, Learning Support fees, etc.

## TRANSFER STUDENTS

Transfer students will be expected to pay full registration fee and full tuition for the semester if entering before the midpoint of the semester. If the student enters after the semester midpoint they will be expected to pay 50% prorated tuition.

All other fees may be prorated based on enrollment date.

## AFTER SCHOOL FEES

The voluntary after-school classes will be charged based on length and amount of classes and required materials. Fee's are generally between \$3,000 to \$5,000 NTD per semester. Please also note that students who are not picked up or supervised within 30 minutes after school ends (3:45 M-TH, 2:30 Fri) will be billed for \$125 NTD per 15 minutes late.

## REFUND POLICY

Please request the *Refund Policy* document from the administration office.



# TAIPEI ADVENTIST AMERICAN SCHOOL

## Student & Parent

# Handbook Information Acknowledgement Form

This handbook has been compiled for the benefit of our school community. Though not exhaustive, it contains important general information and expectations for Taipei Adventist American School students and parents. In order to be properly informed, both student and parent should review each section. Then, **both** must sign the completed form. The student must return this page to the school office within the first week of school.

The signatures below confirm your acknowledgement and understanding of the information in the handbook, including the AUP (Acceptable Use Policy) that governs use of technology.

**Please clearly print the information below.**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student ID # \_\_\_\_\_

Parent Name: \_\_\_\_\_

We have read and understand the information, rules, and consequences in the TAAS School Student/Parent Handbook; we have reviewed them as a family, and we agree to abide by both the letter and the spirit of the rules, regulations, and guidelines contained in the handbook.

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

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