

TAIPEI ADVENTIST AMERICAN SCHOOL

STUDENT AND PARENT HANDBOOK

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TABLE OF CONTENTS

Introduction	4
History.....	4
Philosophy and Objectives	6
The Mission.....	6
The Vision.....	6
Adventist Educational Philosophy.....	6
School Wide Learning Objectives.....	7
School Services	8
Office Hours.....	8
School Hours.....	8
Open Gate Hours.....	8
Accident Insurance.....	8
Emergency Closing.....	9
Fire Drills.....	9
Food Service.....	9
Telephone Calls.....	10
Library Policy.....	10
Student Storage and Lockers.....	10
Learning Support Service.....	11
Admissions	14
Academic Placement.....	14
Admission Requirements for New Students.....	15

Transfers.....	16
General Guidelines.....	18
Arrival and Departure.....	18
Pick-up and Drop-off.....	18
Closed Campus.....	18
Visitors to the School.....	19
Medical Emergencies and Medication.....	19
Communicable Disease.....	19
Parents Communication.....	20
Standards of Conduct.....	22
Philosophy and Rules.....	22
Internet Usage.....	29
Bus Guidelines.....	30
Attendance.....	32
Guidelines.....	32
Excused and Unexcused Tardies and Absences.....	33
Academics.....	35
Grading System.....	35
ELL Program.....	36
Parent-Teacher Conferences.....	40
English Tutoring.....	41
Recognition of Student Achievement.....	42
Academic Probation.....	43

Textbooks.....	44
Transcripts.....	45
Eighth Grade Graduation.....	45
Other Learning Opportunities.....	46
Community Service Projects.....	46
Field Trips.....	46
Outdoor School.....	46
Eighth Grade Mission Trip.....	47
After School Programs.....	48
Finance.....	49
Student Accounts.....	49
Family Multiple Student Discount.....	49
Transfer Students.....	50
After School Fees.....	50
Handbook Information Acknowledgement Form...	51

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, Technology and other challenging classes.

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 help students know God, develop their minds, strengthen their bodies and create healthy relationships with others.

THE VISION

The vision of TAAS is to be the best known school in Taipei for providing the most holistic instruction possible by following God's blueprint for education.”

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 one's character as it trains the physical, mental, social and spiritual capabilities of young men and women.

SCHOOL WIDE LEARNING OBJECTIVES

Spiritual Objectives:

- 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:

- 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 and to accept responsibility for their academic progress.

Social Objectives:

- 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:

- 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:	7:50	17:00
Friday	7:50	15:00

Appointments after these hours can be arranged by calling the office.

School doors will open at 7:50 each morning and close an hour after classes end. Students can enter the school buildings at 7:50 every morning.

SCHOOL HOURS

	Classes Begin	Classes End
Monday - Thursday:	8:00	15:20
Friday	8:00	14:20

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 and accurate information to the school for insurance. 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 refer to <https://www.dgpa.gov.tw/typh/daily/ndse.html> in the 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 administrative assistant will pass the message to the appropriate teacher (s) or student(s). Students should use the office phones to contact the parents in emergencies.

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 may 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.

If a teacher feels that a student may be not be ready to advance to the next grade at the end of the school year for academic reasons, the retention must be approved by the

principal and a committee consisting of all the teachers of the student plus the learning support teacher. Consideration will also be given to parental input.

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:

- Submit *Registration Form* in English.
- Pay the Application Fee of NT \$3,000.
- Return two recommendation forms completed by previous teachers.
- Submit the child's original foreign passport.
- Submit two years of former school records in English.
- Submit current health records including proof of a physical.
- An Interview with parent and potential student.
- Take an English placement test (grades 1-8).
- Financial clearance by the registrar.
- Two recent photos
- Sign the TAAS Student and Parent Handbook Acknowledgement page.
- Sign the Internet and Security Agreement
- Sign the Anti-bullying contract.

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 their registration fee.

By the end of March, current students need to have paid their 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 applicants will be put on a waiting list.

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 fourth quarter of the school year.

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:

- **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 withdrawal form and submitting it to the office.
- **Academic Transfer:** Students who perform below TAAS minimum standards will be asked to transfer to a less-demanding school.
- **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 7:50 A.M. TAAS teachers are scheduled to provide supervision beginning at 7:30. Any child dropped off before 7:30 will need to be supervised by the parent/guardian who dropped them off.

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 a parent/guardian present to supervise. TAAS will not be responsible for students before and after school that are not in school sponsored programs.

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. 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 must keep their children home for the day if the child has a temperature of 38 degrees Celsius or above or has had diarrhea or the flu within the last 24 hours. 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.

PARENT COMMUNICATION

FACTS and the TAAS website are used to facilitate the communication between TAAS and parents. With FACTS, parents have instant access to their student's grades, homework, attendance and behavior at TAAS. Information on FACTS 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 FACTS. 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

PHILOSOPHY AND RULES

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 the Bible and the Seventh-day Adventist church 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.

TAAS has decided to use the Love and Logic principles for conduct and discipline. 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.

Safety and Security Rules

- No possession or use of illegal drugs
- No possession or use of alcohol
- No acts or threats of violence
- No possession of weapons on school grounds
- No possession or use of dangerous articles

- No acts or threats of bullying (see anti bullying contract)
- No acts or threats of sexual harassment
- No use and misuse of school facilities and equipment
- No misuse of the internet (see internet use contract)
- Repeated and willful failure/refusal to follow school rules.

Penalties for Violation of Safety and Security Rules

All TAAS rules related to safety and security are in effect at all times including during after school activities, field trips and school wide events. Infractions of the safety and security rules will be taken to the acting discipline committee and may result in suspension or expulsion.

Rules and Expectations Supporting the Orderly Operation of the School and the Educational Process

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students learn how their decisions affect the quality of their lives and the lives of others.
4. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
5. Help students develop responsibility and character.

Love and Logic Rules for Our School

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.

Problem actions include, but are not limited to:

- a. Not speaking English (except in Chinese class or when directed by a faculty member)
- b. Bullying through teasing, ridiculing, physically harming others, or any other means that belittles another person.
- c. Dishonesty, theft, foul language, or other misconduct at school or school-related functions.
- d. Leaving trash or any other items such as toys laying around outside or in the school where they are not supposed to be.
- e. Inappropriate public display of affection on campus or during school activities
- f. Leaving the campus without staff permission
- g. Any slanderous remark by parents or students against the school
- h. Not obeying the teacher and/or disrupting class

Problems related to dress include, but are not limited to:

- a. Wearing clothes that are torn or have holes in them.
- b. Clothing that has inappropriate words or pictures that are in conflict with Christian values or are gang symbols.
- c. Clothing that is tight enough to reveal underwear or to see through.
- d. Shorts or skirts that are too short. They must be longer than the finger tips when the student is standing straight. This includes slits in dresses.
- e. Tops that show the midriff or are hanging off the shoulder or go below the shoulder blade in the back or show cleavage in the front. This includes dresses worn for graduation.
- f. Hats, bandannas or hoods worn in the buildings.
- g. Makeup, hair coloring and nail polish that do not promote the natural look.
- h. Jewelry that can be a safety issue such as large hoop earrings or similar jewelry that might hurt others or the wearer accidentally while playing together in recess or at PE.

Problems related to possessions include, but are not limited to:

- a. Use of comic books, computer/video games, CDs, DVDs, and cards with inappropriate words or

pictures that oppose Christian values, during school hours.

- b. Use of portable electronic devices such as hand-held electronic games, radios, CD players, MP3 devices, smart watches, iPads.
 - c. Phones that are turned on and/or are not in the backpack. All phones must be turned off and put away in the student's bag or cubby/locker.
3. If your actions, dress or possessions cause a problem for anyone else, you will be asked to solve that problem.
 4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
 5. If students and/or parents feel that the consequences appear not to be fair, request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Our School

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.

3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity of individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Individual Classroom Rules

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, “I’m not sure that’s fair,” and we will talk about it.

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. An internet student agreement must be signed by all students before being allowed access to the schools computers, iPads or internet.

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.

1. The driver/ bus monitor is in full charge of the bus and pupils. The student must obey them promptly and willingly.
2. Students shall ride their regularly assigned bus.
3. 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 office staff.
4. The driver may require that students follow an assigned seating pattern.

5. Bus passengers:

- a. Will sit properly in their seats with seatbelts on and fastened.
- 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 use headphones when listening to music
- f. Will not play games or watch videos that are violent or suggestive in nature. If it's not OK for a 1st grader to see, it is inappropriate on the bus.
- g. Will not damage or deface the vehicle in any way.

ATTENDANCE

Students can only benefit and learn when they are in class. 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.

GUIDELINES

- All attendance records are permanent and are recorded on a student's transcript and FACTS.
- 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 for that $\frac{1}{2}$ of the day.
- It is the student's responsibility to contact the teacher in order to determine the possibility of making up work due to an 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 required on and off campus activities outside the normal school routine.

- 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 excused absence from school, they must print an absence form from the TAAS website, fill it out, obtain the correct signatures, and return it to the office 3 days before 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 tardiness.

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.
- Late school bus.

- Other extraordinary situations approved by the school Administrative Committee.

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 includes:

- 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 will be sent out every two weeks.

GRADING SYSTEM

Grades 1-2:	E	Excellent
	S	Satisfactory
	N	Needs improvement

Grades 3-8:

<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

Notes on Terminology

ELL: English Language Learners or any student who is learning English and it is not their native tongue. In line with other TAAS documentation the term English Language Learners will be used. TAAS recognizes that for many language learners, English may be one of a number of languages which they speak.

WIDA: The WIDA Consortium is a group of states and international schools that work together to develop standards and assessments that foster educational equity for ELLs. WIDA assessments used by TAAS include the Kindergarten W-APT, WIDA Screener, and WIDA Model.

WIDA Levels

There are six WIDA levels or phases of proficiency:

1 Entering	Knows and uses minimal social language and minimal academic language with visual and graphic support
2 Emerging	Knows and uses some social English and general academic language with visual and graphic support
3 Developing	Knows and uses social English and some specific academic language with visual and graphic support
4 Expanding	Knows and uses social English and some technical academic language
5 Bridging	Knows and uses social English and academic language working with grade-level material
6 Reaching	Knows and uses social and academic language at the highest level measured by the WIDA test

Admissions

All students in grades 1-8, who speak a home language other than English, are tested upon entry with the Kindergarten W-APT or the WIDA Screener, depending on grade level and number of semesters of school attended. The test will assess the English language proficiency of each student and provide the admissions and ELL team with an understanding of where the students are regarding their language acquisition. This, along with other documents and interview notes acquired during the admissions process, will help to place students in the appropriate classes.

Purpose and Aim of the ELL Program at TAAS

The purpose of the ELL program at TAAS is to ensure that all students achieve academic language proficiency upon exiting the program. The ELL program aims to promote student learning by supporting ELL access to the mainstream curriculum while at the same time providing an optimal environment for language learning.

Support Offered by the ELL Program

- WIDA Phases 1 and 2 Grades 1-4

Students at this level will receive pull-out classes for a partial time frame during their English Language Arts lessons. This level is an introductory level, and more one-on-one support may be needed in addition to what is done in the classroom.

Students at WIDA phases 1 and 2 will receive differentiated in-class support from the ELL and homeroom teacher. The ELL teacher will also work closely with the homeroom teachers and other teachers to ensure that work is differentiated to support the needs of ELL students at TAAS. This will include planning time and developing activities and materials that meet the needs of ELL students.

- WIDA Phases 1 and 2 Grades 5-8

Students who are in grades five through eight whose proficiency levels are at WIDA phase 1 and 2 will be placed in the ELL Homeroom class. The purpose of the Homeroom class is to create a solid foundation in the English language that will prepare students for success in the mainstream and pull-out classrooms, as well as ensure a stronger, successful future. The ELL Homeroom class provides a challenging, yet gratifying curriculum that utilizes the mainstream curriculum

that is facilitated with modifications, supports, and a sheltered and caring environment. The ELL Homeroom class aims to improve students' listening, speaking, reading, and writing in English and in all the subject areas.

- WIDA Phases 3 and 4 Push-in and Pull-Out Grades 1-8

Students in grades one through eight whose proficiency levels are at WIDA phases 3 and 4 will receive ELL Pull-Out and Push-in services.

Students at WIDA phases 3 and 4 will receive differentiated in-class support from the ELL and homeroom teacher. The ELL teacher will also work closely with the homeroom teachers and other teachers to ensure that work is differentiated to support the needs of ELL students at TAAS. This will include planning time and developing activities and materials that meet the needs of ELL students.

The Pull-Out classes will be conducted on an as-need basis as determined between the ELL Teacher and the homeroom teacher.

- WIDA Phase 5 and Above (Exiting) Grades 1-8

WIDA phase 5 shows that a student has almost reached native-like proficiency according to their grade level abilities. Students at this level should be capable of accessing the homeroom curriculum with little ELL assistance, and it is felt that they will be successful at this stage. When a student has an overall score of WIDA level 5, they are eligible to exit the program.

Assessments for Placement, Movement and Exit

Throughout the ELL program, students will be tested using WIDA Model. This test will take place in November and April. In order to exit out of the program, students must reach an overall score of WIDA level 5. Additionally, in order to progress through and exit out of the ELL program, the student needs to have demonstrated the ability and skills to work with increasingly less ELL support in a classroom setting.

Curriculum and Teaching

The curriculum that the ELL teachers will use will be in accordance with what the homeroom teacher is teaching. The ELL teacher will provide support to ELL students in order to help them better access the curriculum.

In order to ensure that our graduating students meet the standards for academic achievement, students enrolled in the ELL Homeroom 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 Homeroom 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 and be at level 3 of the WIDA test.

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 or office 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 time of each progress report 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 may 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 brings their grade up on the progress report.
- The student will lose privileges and/or extracurricular activities.
- The student is 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.

Academic probation will be reviewed bi-weekly. 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

At the beginning of the school year, students will be assigned their textbooks and usernames for school related accounts such as TAAS email, science, Britannica and any other online resource the school subscribes too. Students are responsible to keep their book in excellent condition and usernames/passwords private. 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. Students who require an extra copy to be at home due to an IEP may obtain an extra copy with an NT \$2,000 deposit for each book. Since we do not have many extra copies, only a few students with specific needs may obtain one.

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 the last semester
- they do 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
- they have maintained satisfactory attendance and behavior according to policy
- they have fulfilled all financial obligations with the business office

Students' graduation status must be approved by AdCom on a case by case basis if one of the requirements are not met.

OTHER LEARNING OPPORTUNITIES

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.

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 6-7 will attend Camp Taiwan or another outdoor school opportunity for one week to participate in outdoor school. Grades 4 and 5 will also attend a two-day, one-night

program. This is a fun time to spend in nature and participate in outdoor educational and physical activities.

All students in grades 4-7 are required to go. Students who refuse to go may still be required to attend school depending on the resources available and 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.

School discipline rules apply while on the trip. Parents may be asked to retrieve their child if it is determined the child's behavior is a risk to themselves or others, or their behavior indicates that they do not want to fully participate.

EIGHTH GRADE MISSION TRIP

Each year the 8th graders go on a required mission trip that is designed to get them out of their comfort zone and learn how other people live who may not have the resources most of our students have. This trip is most likely to be an international trip where the students participate in community service and build relationships with people from a different country and culture. Although there will be time set aside for sight seeing and touring, the primary purpose is to help with humanitarian work to meet the needs of the people we visit. Places they have gone in the past include India, the Philippines, Mongolia, China and Cambodia.

A student may be asked to stay home and do alternative work if their behavior does not meet the standards set by TAAS. School discipline rules apply while on the trip. A student may be sent home at the parents' expense if it is determined their

child's behavior is a risk to themselves or others, or their behavior indicates that they do not want to fully participate.

AFTER SCHOOL PROGRAMS

TAAS offers voluntary after-school classes in various topics such as, but not limited to basketball, robotics, soccer, gymnastics, cooking, chess, music, Chinese, etc. Classes will vary by semester. 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.

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 any 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

Students who are not picked up or supervised within 15 minutes after school ends (15:45 M-TH, 14:35 Fri) may be billed for \$250 NTD per 15 minutes late.



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 with other required admission documents.

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 _____

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: _____

