

Hsinchu County American School



First Program
(Grades 1 – 4)
Student Handbook

INTRODUCTION

This Student Handbook offers an overview of school standards and policies. It is not a contract and does not create contractual rights. The Administration retains full and complete discretion in interpreting and applying the policies in this handbook and may modify them at any time.

History

Hsinchu County American School (HCAS) was established in 2016 by the School Founder Dr. Jing Wang, under the inspiration of Dr. Tsung Hsan Huang (Dr. Huang Johnson Kornell). HCAS is part of an organization that started with Ton Yen General Hospital (1998) which led to the establishment of Kornell Academy (2007), a bilingual private school in Hsinchu County. HCAS is the most recent addition to the organization. The school is recognized by the American Institute of Taiwan (AIT) and Taiwan Ministry of Education. HCAS plans to build and expand on the Dalton Plan developed by Helen Parkhurst in the early 20th century. We are committed to providing an education of excellence that meets students' interests, abilities, and needs.

Motto

Our school motto is *Aut viam inveniam aut faciam faciemus* which means "Either we will find a way or make one", emphasizing society's need for entrepreneurial and trail-blazing leaders for the 21st century.

Mission

The mission of HCAS is to educate the whole person using the Dalton Plan to develop individuals who contribute to humanity. Our community of lifelong learners fosters healthy, creative, social, and globally minded individuals who can think independently and critically. Our students strive for academic excellence by taking a challenging, balanced curriculum in core disciplines, the Arts, and technology as embodied by the Seven Cs.

Hsinchu County American School (HCAS) Student Learning Outcomes (SLO's)

HCAS Seven Cs

The 7 Cs are the values HCAS promotes as the most essential traits students should have in order to be successful in the 21st Century. These seven traits are not only meant for students to succeed academically, but also to develop their ability to contribute positively to the world community.

1. **Contribution:** Students contribute to their immediate community (family, school, etc.) and beyond. Students contribute by giving their talents, voice, time, and ideas in creating value in their learning environment. They are committed to using their knowledge and skills to contribute positively to society.
2. **Communication:** Students understand that in order to communicate successfully, they need to become familiar with a variety of communication mediums, from speaking to multimedia, and be knowledgeable of other communication standards and traditions.
3. **Community:** Students see their community in steadily expanding circles--from local, to nation, to the world community. They see themselves as members of the global community, rather than as simply a member belonging to an isolated group.
4. **Compassion:** Students display compassion and empathy for others, no matter how different they may seem to be. They fundamentally understand that we are all connected, and from their compassion take action to help others.
5. **Critical Thinking:** Students apply critical thinking to all areas, including themselves. They are careful when evaluating new information, and are able to navigate a variety of information mediums in order to come to their own conclusion.
6. **Collaboration:** Students understand that while there is a time and place

for independent work, ultimately their actions will affect others. They therefore see the importance of collaboration as a way to ensure everyone's views are fairly represented.

7. **Creativity**: Students utilize creativity to go beyond what they know and understand to imagine what is possible, what could be changed, and what could be made better. They do not view challenges as obstacles, but as another opportunity to exercise their creativity.

THE ACADEMIC PROGRAM

The Dalton Plan

Dalton plan is a progressive educational plan developed by Helen Parkhurst in early 20th century. Focusing on developing the whole child, Dalton plan tailors each student's program to his or her needs, interests, and abilities; to promote both independence and dependability; and to enhance the student's social skills and sense of responsibility towards others. Encouraging cooperation and providing environment of freedom, along with three-part plan (House, Assignment, and Lab) continues to be the structural foundation of a Dalton education. HCAS builds on this educational plan and seeks to expand by providing innovative ways to educate each student.

House

The House is the home base in a school for each Dalton student, and the House Advisors are the parents' key contact with the school. The House includes students from every grade level, creating a microcosm of the larger HCAS community. In all divisions, the House Advisor guides and assists each student in the learning process. The relationship that develops is a close one that supports students throughout their Dalton years.

Assignment

The Assignment represents a contract between a student and a teacher. In addition to defining common obligations for daily class work, long-term projects, and homework, Dalton Assignments are uniquely structured to promote the internalization and refinement of time-management and organizational skills, while offering students opportunities to develop their individual strengths and address their specific needs.

The Assignment is introduced in the First Program and increases in scope and complexity through Middle and Upper School.

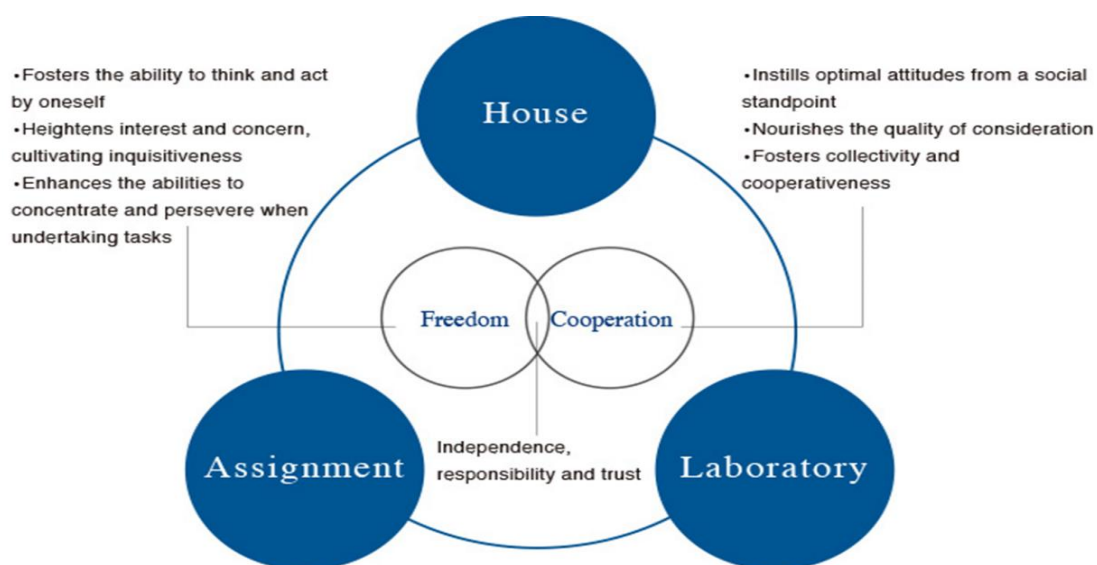
Lab

The Laboratory is integral to the educational culture of any Dalton School. The word "Laboratory" refers to the one-to-one and small group sessions between students and teachers which augment traditional classroom instruction, combining study, research, and collaboration. Students and teachers schedule these Labs at specified times throughout the school day to discuss Assignment projects, expand upon questions of interest that arise in class, clarify issues, and explore new facets of a topic they want to pursue. In the Upper School, there are rooms assigned for each subject area that give emphasis to this independent interaction between faculty and students.

In addition to the Dalton educational structure, HCAS utilizes a four-term cycle with four assessments per academic year. Focused on content mastery, we believe that project-based cycles give better learning experiences for our students as well as a better means of measuring progress for our teachers. Each term contains approximately 45 days of study followed by one week of student assessment which usually contains two days of testing.

Students are divided into three groups - First Program, Middle School, and Upper School. The First Program consists of grades 1 to 4, the Middle School consists of grades 5 to 8, and the High School consists of grades 9 to 12. HCAS utilizes a block schedule of 80 minutes for all Middle and Upper grades.

We expect our students to take ownership of their academic career. They will gain the skills to solve problems like scientists by learning from experimentation. We focus on collaboration and cooperation as a vital part of learning.



From Dalton School Japan: <http://www.dalton-school.ed.jp/english/about/daltonplan.html>

The school day begins at 8:00 for all grades. Unless otherwise noted, students are dismissed from school at 3:30pm after class lessons or at 4:30pm after the extra-curricular activities.

Parents who drive their children to school should make every effort to arrive on time. On time arrival is particularly important to set a positive learning tone for the rest of the school day. Equally important, parents should arrive on time to pick your child up from school at the end of the school day. Parents who pick up the students after 4:30pm should notify the front desk for special arrangements.

Time Table for First Program (Subject to Change)

08:00 – 08:40	Class
08:45 – 09:05	Class
09:05 – 09:30	Break
09:30 – 10:10	Class
10:15 – 10:55	Class
11:00 – 11:40	Class
11:45 – 12:25	Lunch
12:30 – 13:10	Nap (for Grades 1 & 2 only)
13:15 – 14:00	Class

14:05 – 14:45	Class
14:50 – 15:30	Class
15:30 – 15:40	School Dismissal
15:40 – 16:30	After School Activity

Absences, Attendance and Assessment

Students are to attend school regularly and on time in order to learn effectively and to become an integral part of their community.

Before unanticipated absences

In the case of a student's unforeseen absence, the student's parent(s) or guardian(s) must call HCAS before 8:00 am on the morning of the student's absence. If an emergency arises in the middle of the school day, the student's parent(s) or guardian(s) must either call the Administration Office or send a note before the student leaves the HCAS building. The student must not leave the school before the parent or guardian arrives at the school for pick up.

Before short, anticipated absences

If a student requires an early dismissal from school, a note must be provided to the school one day in advance. The note must be written and signed by the student's parent(s) or guardian(s). This note must have the student's name, the date, a telephone number, and a valid reason for the request. Early dismissal requests are not guaranteed to be deemed valid; a student may not leave the school unless the early dismissal request is approved by the Faculty and Administration Director. If early dismissal procedure is not followed, the student will be recorded as cutting class and will be subject to disciplinary action.

Before long, anticipated absences

In cases of anticipated absences of three days or more, the parent(s) or guardian(s) must notify the Principal in writing.

Any student anticipating an excused absence of more than five days must refer his or her case to the HCAS Principal. Notification of this absence is required to be provided to HCAS two weeks before the absence begins. The school asks that parents arrange personal vacations and trips around HCAS's academic calendar. It is disruptive to all students and teachers to have children missing class just prior to or after school holidays and breaks. When a child is absent for a family trip, the school considers this

to be an unexcused absence. **Teachers are not expected, and should not be asked to provide make-up work for unexcused absences. However, it is our hope that our faculty members will allow some sort of work to help the students to catch up with the rest of the class.**

An "**excused absence**" is a student's absence from a part of the school day or the entire school day for one or more of the following reasons:

- a) Illness of the student,
- b) Illness of a family member or death of a family member,
- c) HCAS-approved educational activities,
- d) HCAS-excused religious observances,
- e) Suspension of the student,
- f) Student's required attendance in court or in legal matters,
- g) A student's interview with either a potential employer or a college or other higher education admissions officer,
- h) Visa or license examinations or procedures,
- i) Unavoidable medical or dental procedures that absolutely cannot be scheduled at any time other than during the school day.

Returning to school

A student who returns to HCAS after an absence longer than the approved duration must provide HCAS with a note, dated and signed by the student's parent(s) or guardian(s), which explains the reason for the prolonged absence. If a student returns to HCAS after an illness-related absence of more than two consecutive days, a doctor's statement must be submitted to HCAS nurse as evidence of the student's illness. If the illness was communicable, the doctor's statement must note that the student no longer has the illness.

Students who miss any kind of assessment will be offered a chance to re-take that assessment or take an alternate one, at the discretion of his or her teacher(s).

Classroom Attendance for Students

Students are expected to follow the HCAS bell system and daily schedule. Students are expected to be in their seats and prepared for the start of class when the start bell rings. Any student not in his or her seat when a class's start bell rings is considered late to class. If a student misses more than 15 minutes of a class and is without a valid, written excuse, the student is considered absent from that class. When the end bell rings,

teachers should let their students proceed to their next classes in a timely fashion. Once in class, students are not permitted to leave without teacher's permission.

Recording Attendance

At the beginning of each class, subject teachers are expected to take attendance. House teachers are expected to take attendance for House meetings and assemblies. All attendance records should be posted online for teachers' access.

School Attendance Evaluation and Improvement

The school will maintain accurate student attendance records. At the end of each term, the total school attendance rate will be calculated. If the total school attendance rate falls in consecutive quarters, the school may review and alter its attendance policy in ways it sees fit to improve student attendance.

Student Appeals

Students are permitted to appeal any violations of the attendance policy. Appeals should be submitted in written form to the Principal. Faculty and Staff members will consider these appeals in a timely manner and, based on evidence presented and the attendance infraction, decide to uphold, reduce, or eliminate disciplinary action.

Special Cases

Absences in Physical Education

Students may be excused medically from physical education classes. But students must go to PE/Athletics even if they have a note from parents excusing them from participation. If a student is not able to participate in gym classes for a medical reason, the student's parent(s) or guardian(s) must provide a doctor's letter explaining that the student is unable to participate.

Dismissal Procedures

Parents and each person authorized to pick up children on a regular basis must have an individual verification of their I.D. Parents must always notify the school administration in writing of any changes in a child's dismissal arrangements.

Early Dismissals

Early Dismissals are not encouraged as valuable learning experiences may be sacrificed. If an early departure must occur, please send a note of explanation to the teacher and meet your child at the (meeting place) at the appointed time.

Academic Honesty

Learning requires that students assume full and personal responsibility for their work. The following actions are violations of the HCAS Code of Conduct and can face a loss of credit for the assignment, loss of credit for the course, or worse:

- ✓ Plagiarism, or stealing or passing off the ideas of another, without crediting the source. This includes taking things written from books, magazines, or the internet without explaining where they came from.
- ✓ Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution.
- ✓ Cheating on an examination or falsifying material subject to academic evaluation. This includes the unauthorized sharing of material, e.g. two or more students using the same textbook during an “open book” examination; or the use of course notes or any aids not approved by an instructor during a “closed book” examination; and lastly, the use of unauthorized possession, examination or assignment.
- ✓ Using or attempting to use other students’ answers; providing answers to other students; failing to protect answers from use by other students in assignments, projects or examinations; or submitting identical or virtually identical assignments and homework by students who studied together.
- ✓ Stealing or destroying the work of another student.

If there is a question related to academic honesty, the class teacher is to show the suspected work to the relevant Division Directors. The administration may ask the student to offer proof of authenticity, such as drafts. Students suspected of having offered inappropriate help to their peers will also be interviewed.

DISCIPLINARY REGULATIONS & PROCEDURES

Disciplinary procedures are designed to foster good behavior rather than react to inappropriate behavior. Disciplinary procedures involve consideration for individual circumstances within the context of respect for the safety and well-being of the entire school community.

Teachers will do their best to address and resolve discipline issues which come to their attention, following established school procedures. The Principal, together with the Dean of

Students, has the responsibility to make the final decision in relation to consequences for severe inappropriate behavior.

The behavior modification procedures at HCAS will be educational in nature, and are designed to ensure all students enjoy learning in an environment free from distraction and intimidation.

Our discipline procedures aim to:

- Recognize and promote responsible and positive behavior.
- Provide a consistent approach to managing inappropriate behavior by applying fair and logical consequences.
- Encourage students to take responsibility for their own behavior by teaching and promoting problem solving and conflict management skills.
- Encourage students to learn to reflect on their own behavior.
- Promote the school mission and 7 Cs in order to encourage students to have a positive influence in our community.

Discipline Procedures

Infractions of school expectations or breaches of discipline shall be dealt with by following set consequences, which appropriately meet the seriousness of the offense. Teachers are usually the first group to deal with discipline issues they come across. Below are the typical procedures that will be followed:

a. Teacher Warning

The student is interviewed by the teacher who warns the student of the matter to be addressed.

b. Detention of student

Detention may be imposed by a teacher or administrator. The detention may be during lunchtime or after school. If the detention is after school, parents will be notified prior to the imposition of the detention.

c. Behavior Contract

Students may be placed on disciplinary probation following a conference between the student, parent(s) or guardian, and the administration. In the case of disciplinary probation, a Behavior Contract will be created for the student to adhere to for the duration of the probation.

d. Suspension of student

Behavior that deviates from accepted standards as judged by the administration will lead to suspension from one to a maximum of five school days by the Principal and Dean of Students. A suspended student may not return to school until a conference is held between the administration and the student, parent(s) or guardian. Work missed during a suspension must be made up.

e. Expulsion of student

Very serious and/or multiple offenses may lead to expulsion. This action shall only be taken after due consideration and consultation between the Principal, Dean of Students, the parent(s) or guardian, and the student. The final decision concerning expulsion lies with the Principal.

f. Forfeiture of tuition Fees

If a student is suspended or expelled, tuition fees for the period of suspension or for the remainder of the term after expulsion will not be refunded.

Classroom/Campus Behavior and Procedures

Level I Behaviors

Level I disciplinary infractions are those infractions that are to be addressed by the teacher or staff members responsible for the supervision of the student(s) when the infraction(s) occur.

- **Abusive/Intimidating Language/Gestures.** The use of intimidating language, foul language, or gestures that are meant to threaten, harass, harm and or embarrass another student.
- **Academic Dishonesty.** Not full intention to cheat, but still not academically honest, including, but not limited to: not citing correctly, or limited collaboration with completing coursework
- **Campus Misconduct.** Inappropriate conduct on school property or at a school event, that includes but is not limited to: hallway disruptions, cafeteria misconduct, inappropriate public displays of affection, or general disruptive horseplay.

- **Classroom Misconduct.** Inappropriate conduct during an academic class that includes, but is not limited to: off task behavior, behavior that disrupts the learning environment, or general horseplay that distracts the educational process.
- **Inappropriate Dress.** Wearing clothes that are unacceptable for school or school sponsored events; appearing at school in a manner that disrupts the learning environment and basic violation of district dress code.
- **Inappropriate Use of Electronic Device.** Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players or video games that, regardless of means, is disruptive to the classroom or learning environment.
- **Insubordination.** Refusing a reasonable request from a staff member, including but not limited to, not developing English in the appropriate class, not following educational instructions in the classroom, not following directions at a school event, not completing basic student work requirements, or any other refusal to meet reasonable staff directives.
- **Tardiness.** Being unexcused late to class or school activities in a consistent manner.

Level I Infractions

For minor level behavior incidents in the classroom or on campus, staff will follow the general procedures:

1. Fill out a Level I referral with the student, identifying the behavior concern, and the intervention method to follow.
 - a. Both teacher and student should sign off.
 - b. The hard copy will remain with the teacher.
 - c. The teacher will also record the incident and intervention in PowerSchool under Behavior.
 - d. Should the incident be Academic Dishonesty, the teacher will follow the set process on the back side of the Level I Referral form.
2. Should the same behavior continue into a pattern (3 or more times), as evidenced either with the teacher or with stated PowerSchool documentation from other staff members, then the referral will become Level II, and be sent to the Dean of Students and Principal.

Procedures for Level I Referral and Interventions:

- At this stage, it is presumed that the behavior concerns are not insubordination, but instead, stem from a lack of understanding from the student.

- Re-teaching, contacting home and having the student complete a formal apology are all expected intervention steps to be completed before this behavior can be elevated to Level II.
- The Level I referral is a guided character development process between the involved staff, student and student family.

Responsibility Development:

Should staff assign students into RD as a part of their Level I interventions, staff should:

1. Follow the documentation of Level I referrals as stated above.
2. Provide the student a clear statement of being signed up, as well as a reminder note.
3. Sign up the student on the Responsibility Development sign up form, available in the School Culture file folder on the school G-Drive.
4. The Dean of Students will oversee the completion of the RD session, and provide further character development intervention, with possible methods being:
 - a. SODA reflection sheet
 - b. Apology letter to the teacher
 - c. Community Service
 - d. Detention
5. The Dean of Students will notate these further character development steps, and provide the teacher with a copy of any student written work.

Guidelines of Responsibility Development sessions:

- This session will be a stronger message to the student that the demonstrated behavior is not permitted at school.
- The Dean of Students will now become involved in what may appear to be a growing concern from the assigning staff member.
- Students will be provided with a higher level of intervention support towards shaping a more positive student character.

Level II Behaviors:

Level II disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee). School Based alternatives, suspension by the Principal (or his/her designee), intervention or prevention shall be required.

- **Academic Dishonesty:** Full intention to cheat, repeated level I academic dishonesty
- **Altering School Records:** Altering official school records, to include but not limited to: attendance, academic work, formal school records of attendance and grades or other such school documents.

- **Bullying of Another Student:** Bullying, threatening or intimidating behavior, both in person and as digital bullying, with intention to hurt and or damage an individual student or a group of students.
- **Campus Misconduct:** Inappropriate conduct on school property or at a school event, to include but not limited to:
 - Continued Level I Infractions
 - Defacing School Property Damage to school property; damage to the appearance of something, especially intentionally.
- **Classroom Misconduct:** Continued / documented Level I Infractions, or gross classroom misconduct.
- **Fighting:** Physical contact between two or more students that does not result in serious injury or damage to an individual student and or group of students.
- **Gambling:** Participation in games or activities for the exchange of money or other valuables.
- **Harassment:** Behavior by a student or group of students aimed at tormenting, embarrassing or confusing, by continual persistent attacks, questions, or pestering, another student or group of students.
- **Harassment of a Staff Member:** The use of language, foul language or gestures that is meant to threaten, harass or bully a staff.
- **Insubordination** – Level II Insubordination (which constitutes willful disobedience or open and persistent defiance of school expectations, including consistent Level I Insubordination).
- **Prohibited Items:** The possession and or distribution of school prohibited substances or items at school or at school events.
- **Refusal to Meet Discipline Instructions:** Failure to complete a disciplinary consequence assigned by a staff member for a Level I or Level II referral.
- **School Bus Misconduct:** While on school transportation, conduct that is inappropriate or unsafe.
- **Theft:** Willfully taking the property of another without permission.
- **Unauthorized Leaving Campus:** Leaving school campus in violation of the HCAS Closed Campus policy
- **Unexcused Absences/Truancy:** A repetitive pattern of being absent from class or school activities without an excuse.

- **Violation of the school IT Acceptable Use Agreement.** Behaviors include but are not limited to:
 - Possession or loading of unauthorized software.
 - Theft or destruction of technology
 - Altering workstation(s) configuration.
 - Using a school computer to cause harm.
 - Using inappropriate websites or chat programs.

Level II Infractions:

Level II infractions are considered to be either extreme behaviors that require immediate intervention, or else continued Level I behaviors which reflect insubordination to school expectations. The intervention procedures being:

1. The student is brought down to the Main Office to meet either with the Principal or Dean of Students.
2. The staff member will complete the Level II Referral and provide this information to the Main Office as soon as possible.
3. The Principal or Dean of Students will further investigate, notating this information on the Level II referral form.
4. Based upon the student behavior and school policy, a consequence will be assigned to the student.
5. A brief summary of the event and consequence that follows will be added to PowerSchool under Behavior, and sent to the relevant staff members and parents of the student.

Guidelines for Level II Interventions:

- These demonstrated behaviors are considered a major disruption to the educational environment and well-being of the involved students.
- The consequences to be included in these interventions are severe to send a clear message to the student, as well as the larger school population, that this behavior will not be tolerated.
- The Principal and Dean of Students will go through a full and fair process before assigning any type of consequence to the student.

GENERAL INFORMATION A to Z

General School Rules

Every member of the HCAS community has the right to learn and work in a safe and secure environment, governed by clearly defined codes of conduct and accompanied by consequences that are consistent and fair. Students have the right to a positive atmosphere, a safe and orderly environment, a quality education, and opportunities to become all they are capable of becoming.

Expected HCAS Student Behavior:

- a) Live a healthy lifestyle and exhibit self-control
- b) Attend school regularly, on time, and be prepared to learn
- c) Cooperate with others
- d) Be transparent and truthful in speech and in conduct
- e) Be courteous, respectful, and considerate of others
- f) Help those in need and treat others as you would like others to treat you
- g) Appreciate the views of others and seek knowledge with an inquiring mind
- h) Be receptive to new ideas & admit and learn from mistakes
- i) Take good care of personal and public property
- j) Take ownership of your academic development
- k) Take pride in producing quality work and complete assignments on time
- l) Be responsible for your own behavior and act ethically
- m) Dress and speak appropriately
- n) Always carry with you your HCAS Student Card
- o) Abide by all in-class rules created by teachers

Appropriate consequences will result from actions that violate the rights of other members of the HCAS Middle and Upper School community.

Students should always respect the learning environment of the school. Students should be mindful of using quiet voices in the hallways and stairwells as to not disturb faculty and students in classrooms. In usage of common public space, students should be mindful of using the facility in a clean manner; littering is prohibited on all school property. Students should be tidy at all times and not consume food or drink aside from designated areas of the school building. All members of HCAS are part of a vital community.

All members of the HCAS community have a right to a safe and supportive environment. The school supports the principle of mutual respect, citizenship, character, tolerance, and integrity.

Expected Places for Students

Early Morning (7:00 – 7:45)	After-school (15:30 – 16:30)	After-school (16:30 – 17:40)
South Gate	Outside Playground	Library
	Library	
	Locker Area (MUS)	Mat Room (South Gate)
	Student Lounge (Upper School Only)	

****Students may not be dropped off at school before 7:00, as we will not have adult supervisors available to ensure student safety before this time. Students are not permitted to stay on the school campus after 17:40, unless otherwise given permission to do so by school staff/faculty****

Cafeteria Rules

Students are expected to use trays and clean up after themselves. Students should only take enough food for themselves from the buffet food options to reduce the waste. Any misbehavior in the cafeteria reported by the cafeteria staff will result in disciplinary action in accordance with school policies and procedures, and may result in out-of-school suspension or loss of privileges. Laptops are not allowed in the cafeteria.

Cell Phone Use

First Program students may bring their cell phones and/or smartwatches to the campus in case of emergency. However, students may not use these devices between 8:00am and 4:30pm unless authorized by a teacher or staff member (e.g. for making an emergency call or taking photos). Additionally, students must respect the privacy of others and not use cell phone or other cameras to take images or videos of others without their expressed consent (which must be given prior to use of the camera). Teachers or staff members will confiscate the cellphone if rules are not

followed, and turn the devices in to Parent Services. Students may pick up their devices when they go home at the end of the day.

Class Photographs

A professional photographer takes students' House picture and an individual picture in the month of April or May. Family sibling pictures are not offered during these sessions.

Closed Campus

HCAS is a closed campus. This means that students are to remain on campus during the entire school day, including extra-curricular hours.

Communication

Both House and subject teachers will let parents know the best method for parent/teacher communication. In order to prevent interruptions during instructional times, parents should not speak directly to teachers or children during the school day except in an emergency. Concerns can be communicated to your child's teachers by appointment. Parents should understand that during the day, the teachers focus on working with students. They may not have time to check email until after school hours. Therefore, it is not reasonable to expect an immediate response. Any information pertaining to that particular day should be communicated by calling the front desk.

Computer Acceptable Use Policy

Computers on campus may be used only for legitimate, school-related teaching and learning purposes. HCAS reserves the right to monitor computer use on campus, whether the computers are HCAS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy, students in violation of the policy will become subject to disciplinary consequences.

The following policy applies to every HCAS student using a computer on campus:

- ✓ Computers and related technology must be used only for school and education-related purposes.
- ✓ Student must not use a login and password other than his/her own.
- ✓ Student must work only on the computer to which he/she has been assigned by school staff.
- ✓ Gum, candy, food and drink are not allowed when using a computer anywhere in school.
- ✓ Student must not alter desktop settings of school computers.
- ✓ Student must not access any file or folder not belonging to him/her.

- ✓ All documents must be stored only in the user's assigned folder.
- ✓ Student must not post anonymous, threatening, or offensive messages.
- ✓ Email messages must not be forged.
- ✓ Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
- ✓ Student must not load any program onto a school computer without receiving formal permission from school staff.
- ✓ Computer software copyrights and licensing agreements must be honored.
- ✓ Computers and computer-related technology must not be used for commercial gain or fraud.
- ✓ Student must not make any change in any school computer's interface or operating system.
- ✓ Student must not degrade performance capacity of any school computer or computer-related technology.
- ✓ Student is obliged to respect any additional computer and computer-related use regulation set forth school staff.
- ✓ Student will not access inappropriate sites that violate normal decency standards and are expected to report any sites they discover to school officials.

Cultural Sensitivity

HCAS is a unique community with diverse students and faculty. While the administration makes every effort to accommodate the cultural differences that make HCAS special, the students must understand that HCAS operates within the framework of Taiwan as well as an international setting. Just as we must be sensitive to each member of our community's differences, we must also be tolerant of the expectations that come with living in East Asia.

Dress Code

HCAS has the right to regulate student dress if it interrupts the school's learning environment. In addition, students attending a school function will not be permitted to attend unless properly attired as determined by the supervising teacher(s) and/or administrator(s). If attire is inappropriate, students will be asked to change, remove, cover, or conceal that article of clothing. Students should prepare for school before school hours using these guidelines:

- ✓ All students must wear HCAS issued attire from Monday – Thursday, except for when an announcement has been made to dress otherwise for a special event.
- ✓ All school attire should be neat and clean.
- ✓ Apparel shall not be sheer, brief, low-cut or revealing above or below the waist as to be embarrassing, indecent, distracting, or provocative. This means no exposed midriffs, no see-through knit shirts, and no halter, backless, or tube-tops, and no mini-skirts

(must be below fingertip length), short shorts (must have at least a 6-inch mid-seam), or running shorts. This also means no tank tops, oversized sleeveless shirts, or oversized pants.

- ✓ "Strapped-tops/dresses" must have at least a two-inch wide strap. Undergarments should never be seen, nor should they be worn as outer garments.
- ✓ Graphics, symbols, figures and sayings that are suggestively obscene or offensive are prohibited on all garments and other apparel.
- ✓ Footwear must be worn in all parts of the school building, for reasons of safety and hygiene.

Drop-off

In general, students arriving by car may use the main entrance when they arrive in the morning. The door opens at 7:30 am. No children are to be left unattended in front of the school before the door opens.

Early Arrival

Students may be dropped off at HCAS starting at 7:00, and students may only stay at the south gate from 7:00 to 7:45. This service is a privilege for our students, and unruly behavior may result in the loss of this privilege. At 7:45, students may go to their classroom (if a teacher is present), the library, or the locker area.

Elevator

Students are not allowed to use the elevators except in the cases of disability or injury.

Field Trips

Class groups travel on trips away from school throughout the year. Parents may be invited to accompany a group, but HCAS may not be able to provide the same transportation as for children and teachers. Field trips are designed to enhance the learning experience of the curriculum outside of the classroom and the role of parents is to support the pedagogical goals of the trip. Cost of the field trip is not covered in tuition along with the cost of lunch and entrance fees in some cases. Parents will be asked to complete and sign a permission trip for each field trip and siblings may not be included in the field trip.

Home Assignments

Formal out-of-school assignments begin in the third grade. There is no expectation that students will have assignments every evening. If parents feel that their third grader is having difficulty completing assignments independently, they should consult their

child's teacher. HCAS does advise that all students read or be read to every night.

Language Pledge

Except during the lunch period and in classes taught in World Languages, the only language expected to be used during the school day is English. While HCAS respects mother tongue, for the sake of unity and progression for learning, we expect all students to get used to and speak in the English language.

Library Rules

Library periods are included in a student's school day for the First Program to give the student extra time to complete class work or enjoy reading books. All students should follow these rules when in the library:

- ✓ When finished with a book, students should return it to its proper place in the library.
- ✓ Students may borrow up to three books at a time and can keep them for up to two weeks. Books can be renewed for two additional weeks if no one is waiting for a copy. Newspapers and periodicals cannot be borrowed from the library.
- ✓ Students must treat all materials in the library with respect. Students must not write in books or periodicals, tear their pages, or otherwise destroy them. Students must treat other students and faculty in the library with respect, be clean and quiet, throw away all trash and replace chairs before they leave.

Locker Rules

Students are expected to keep their lockers tidy and free of any vulgar materials, weapons, drugs, or alcohol. The school reserves the right to open school lockers if violations of the Code of Conduct are suspected. Personal lockers are to be kept clean at all times.

Lost and Found

Students should mark all possessions with their names. Items left in public spaces should be turned in to the Office of the Administration. Common items (e.g. clothing, notebooks, etc.) will be placed in Lost and Found by the south gate. Valuables such as watches, glasses, cell phones, calculators, wallets, etc., will be kept the Office of the Administration for safekeeping. While the school makes all reasonable attempts to help students locate missing items, it is not able to offer financial remuneration for such items. Students are encouraged to exercise common sense regarding where they leave their belongings and to take them home or to their house each evening.

Parent Teacher Conference (PTC) and Reports

FP Parent/teacher conferences are held in the fall and spring. These conferences provide opportunities for parents and teachers to exchange information. The conferences take place on dates listed on the school calendar. Each family signs up for or is assigned a conference time.

FP written reports are made available to parents in January. A final report will be sent home after the close of school during the month of June.

Parents should come to the conference prepared with questions or thoughts about child's experience. Parents should feel free to take notes during the conference and review them later to make certain that everything was discussed. If there are questions that need to be covered, parents can schedule a meeting in person or on the phone.

Personally Offensive Material (including Electronics)

HCAS recognizes the rights of students to make individual choices and to represent individual values when reading or viewing printed or electronic material. However, the school must maintain certain standards of propriety and decency relative to the use of printed or electronic material by students. Consequently, students are advised against having any inappropriate or offensive material which would make others feel uncomfortable or be disruptive to learning. This policy applies to downloading, uploading, storing, viewing, and printing paper or electronic material that is profane or obscene or that uses language degrading to others. The distribution of such material to others is a violation of school policy. Any violation of this policy is a matter of value clarification and education. An adult who discovers a student has distributed or is in possession of such material will reserve the right to temporarily confiscate the material from the student, and refer the individual to the Dean of Students.

Personal Property

It is very important to keep track of all the items students bring to school each day. Labeling all clothing, book bags, belongings, lunch boxes (and containers) with the student's name and grade helps ensure the return of the item, should it be misplaced. Permanent felt markers and laundry pens are sold commercially for this purpose.

- ✓ Please check at the Lost and Found by the south gate, or with the Office of the Administration for misplaced items.
- ✓ The school accepts no financial responsibility for personal items that go missing at school.
- ✓ Students are discouraged from bringing non-essential belongings to school.

- ✓ Occasionally personal items may be brought to school at the teacher's request.

If unsolicited, personal items brought from home become a distraction or annoyance in the classroom, they will be confiscated and returned at a later time.

Possession of Dangerous Items/Violent Acts

Students in possession of dangerous items on campus or at a school sponsored event or participating in violent acts will be subject to disciplinary action ranging from suspension to expulsion. Any object used in a threatening manner, even if it is not normally considered a weapon, will be considered a weapon under this policy.

Photo ID

At the beginning of the school year the official HCAS photo I.D. will be issued and handled by security. ID will be used for school bus and safety issues. There will be a fee charged for any lost I.D.

Recycling

HCAS is making an effort to Go Green! Recycling bins should be on every floor and in classrooms. In addition, interested students can join the Environmental Club (to be created).

School Lunch

A hot lunch is served daily with the choice of regular and vegetarian lunch. Each month's lunch menu is posted in the cafeteria and on our school website. Students may bring sack lunches if they want. Students are not allowed to order food from an off-campus vendor without a teacher's permission.

School Buses

Riding the school bus is a privilege. Any student reported to the administration for a rules violation is subject to disciplinary action, including the loss of bus privileges. Parents will be responsible for the transportation of any pupils who have lost bus transportation privileges. Students must be on time for the bus. While on the bus, the bus driver is the authority and must be obeyed. Students should be courteous to the driver and fellow students. Students should not possess any objects or substances that could harm themselves or others. They should not make abusive or profane comments; fight, scuffle, or hit other students or the driver; litter or throw objects out of the windows; extend arms, legs, or head out the window; or create any kind of safety hazard.

Skates, Skateboards, Scooters, Wheeled Shoes, etc.

Apart from the roller blading class, students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards, scooters, wheeled shoes etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated. For students who participate in the roller blading activities, they will not be allowed on the staircases with the rollers on.

Security Guard

In order to ensure the safety of our community, HCAS employs security guards posted 24 hours a day around the clock. They are required to check for the official HCAS Photo I.D. or issue a visitor's pass after being shown an official photo I.D. Security guards are not allowed to open any First Program classrooms for parents or students after school hours or during weekends.

Tardiness

Students arriving late to school in the morning must check in at the front desk to get a late slip, and present this slip to their teacher when they enter the classroom. This policy is intended to ensure that all students have made it safely to campus on their morning commute. Students do not need a late slip to enter class tardy during other times of the day, but are expected to check in with their teachers before class begins if they anticipate needing more time for personal matters prior to the start of class.

Teacher Gifts

Parents appreciate teachers as much as the children and they express this sometimes by offering gifts to teachers. At HCAS, teachers are prohibited from accepting cash from parents and students. Teachers are allowed to receive gift certificates (not exceeding 1500TWD per student), but prohibited from receiving gift certificates from an individual or small group of parents or students from a class.

Valuables at School

Large sums of money and other valuable items should be left at home. Distracting electronic devices (PSP, Gameboy, expensive cameras, etc.) and similar items should not be brought to school. The school assumes no responsibility for the loss of a student's property.

Weather Emergency

If there are weather related emergencies, the school will make an announcement by

7:00 a.m. on the school website. Students and parents can also contact the administration office.

Medical Assistance

The school provides adequate facilities to handle most minor accidents and emergency situations that occur on campus. The school nurse is on duty to attend to any emergencies within the school grounds.

For parents: if your child is absent due to illness, please send a note to the teacher explaining the nature of the illness. Also, be sure to inform the school nurse if your child has been exposed to a contagious illness. Each day many parents are faced with a decision: should they keep their sick child at home or send them off to school?

Often the way a child looks and acts can make the decision an obvious one. Please consider these guidelines when making the decision:

Colds: Please keep your child at home if he/she has a fever of 100 degrees F (or 38 degrees C) or higher or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy).

Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.

Diarrhea/Vomiting: A child with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

Fever: KEEP YOUR CHILDREN HOME IF THEY HAVE A FEVER. If a child is ill, their body needs rest, plus they risk spreading germs to others if they come to school. You must be fever-free for 24 hrs. (without the aid of fever reducing medications such as Tylenol or Ibuprofen) before returning to work/class.

Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

Strep Throat: A child with strep throat may return to school 24 hours after antibiotic treatment has begun.

If your child needs to take medication during school hours, whether regularly or for a short period of time, parents are required to send a note along with the medication.

The note will need to include the name of the student, name of medication, dose and

time when the medication needs to be taken. Medications will not be given to students without a note. Please notify the school nurse immediately about any contagious disease your child has contracted. Children who need to take antibiotics for an infectious disease must remain at home until they have taken a full 48 hours of antibiotic to ensure that they are not contagious. A doctor's note will also be sufficient. The nurses will inform the parents of other students who may have been exposed to a contagious disease so that they can be aware of the symptoms.

(1) IN CASE OF EMERGENCY: If possible (particularly with more minor injuries), teachers may also provide first aid when they arrive at the scene. They should then stay at the scene, assess the facts of the situation, and make note of relevant evidence if necessary (for example, if there is a culprit responsible for the accident/incident). If there is a conflict of some sort involving a student, teachers should stay to help negotiate a solution. If the situation seems serious enough, teachers should call 110 for the police to intervene.

(a) In the event of a minor illness or injury, faculty should report to the nurse. If a student loses consciousness or is seriously injured in any way, teachers should cease teaching and immediately following the incident, notify parent services. Any faculty or staff on hand should provide first-aid and keep the student(s) in a safe area where they can get enough air.

(b) In the event of a major illness or injury, faculty should immediately call 1-1-9 and follow the operator's instructions. If necessary, teachers should call an ambulance and stay with the students until the ambulance arrives. Faculty should remain with the student, and administer first aid given the faculty member is trained to do so. Immediately following the incident, notify parent services.

(2) SECURITY INCIDENT: In the event of any suspicious activity or security incident, immediately notify school security. If school security cannot be reached or the situation requires police intervention, immediately call 1-1-0 and follow the operator's instructions.

(3) ELEVATOR: If teachers and students become trapped in the elevator, they should press the emergency button and wait patiently for help. If anyone outside of the

elevator notices it malfunctioning (if the red light of the floor indicator is off) or sees that the electricity is out before they get on the elevator, they should not get on the elevator and should immediately report the problem to an administrator or administrative assistant, who will contact the building's facilities management company.

(4) IN CASE OF FIRE: Leave all belongings and do not use the elevator. Faculty members will instruct students not to push as they exit the building. All students, faculty and staff should walk to the outdoor basketball courts. Faculty will ask students to line up on the basketball courts on the side furthest from the building. Classes should line up in order from youngest to oldest. Faculty should take roll call to assure that everyone has made it outside. If any students, faculty or staff are missing, notify emergency personnel immediately.

(a) If a fire can be extinguished using a handheld fire extinguisher, and you have received proper training, put out the fire with the extinguisher. Assure that the extinguisher is appropriate for that type of fire by checking the label on the extinguisher.

(b) If there is a fire and you are inside a room with the door closed, first feel the door with the back of your hand to see if it is warm or of normal temperature.

✓ If the door is warm, the fire may be on the other side. Do not open the door. Keep the door closed and seal the bottom of the door with a wet towel if you can. Also seal any vents which may allow smoke to enter the room. Call 1-1-9 and tell the operator your location, and the number of people inside the room. Open the window and signal for help with a bright object.

✓ If the door is of normal temperature, open it and look for a safe route to exit the building.

(c) If there is a safe route to exit the building, exit the building quickly and safely.

(d) If you do not see a safe route to exit, first look for an alternate route. If you cannot find an alternate route, go inside a room and stay inside the room with the door closed. Keep the door closed and seal the bottom of the door with a wet towel if you can. Also seal any vents which may allow smoke to enter the room. Call 1-1-9 and tell the operator your location, and the number of people inside the room. Open the window and signal for help with a bright object.

(5) IN CASE OF EARTHQUAKE:

In the event of an earthquake, first instruct everyone to stay calm and follow these instructions:

- (a) Drop down to the floor.
- (b) Cover your head and neck. Take shelter under a strong sturdy object such as a strong table.
- (c) Hold on to the object until the shaking has stopped.
- (d) After the shaking has stopped, open the door and look for safe way to exit.
- (e) After the earthquake, look for injured persons in your area and assist, provided safe to do so.
- (f) Leave the building as soon as possible.

Note: Leave all belongings and do not use the elevator. Exit the building quickly and safely. Remind students not to push. All students, faculty and staff should walk to the outdoor soccer field. Faculty will ask students to line up on the soccer field on the side furthest from the building. Classes should line up in order from youngest to oldest. Faculties should take roll calls to assure that everyone has made it outside. If any student, faculty or staff is missing, notify an emergency personnel immediately.

(5) EMERGENCY EVACUATION:

- (a) If the evacuation alarm sounds, or if instructed to do so by a school staff, leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
- (b) Assist any person with a disability to leave the building, or to the nearest fire isolated or fire safe haven for multi-story buildings. Do not attempt to carry people down stairs. See the People with Specific Needs section.
- (c) Walk quickly and calmly to the soccer field for your building or as advised by a teacher or Fire and Rescue Services personnel.
- (d) Remain at the soccer field until instructed to leave by a teacher or Fire and Rescue Services personnel.
- (f) Do not re-enter the building until informed that it is safe to do so by a teacher or Fire and Rescue Services personnel. Do not enter a building if the alarm is sounding.

Note: In the event of an emergency evacuation alarm, faculty members should remain

calm and immediately direct all students to leave the classroom quickly and safely. Faculty should assure that all hazards, such as fire or chemical hazards, are clear prior to evacuating the building. Do not use the elevator and exit the building quickly and safely. Remind students not to push. All students, faculty and staff should walk to the outdoor basketball courts. Faculty will ask students to line up on the soccer field on the side furthest from the building. Classes should line up in order from youngest to oldest. Faculty should take roll call to assure that everyone has made it outside. If any students, faculty or staff are missing, notify emergency personnel immediately.

(6) When to call Emergency Medical Services (EMS) 1-1-9

Call EMS if:

- ✓ The child is unconscious, semi-conscious or unusually confused.
- ✓ The child's airway is blocked.
- ✓ The child is not breathing.
- ✓ The child is having difficulty breathing, shortness of breath or is choking.
- ✓ The child has no pulse.
- ✓ The child has bleeding that won't stop.
- ✓ The child is coughing up or vomiting blood.
- ✓ The child has been poisoned.
- ✓ The child has a seizure for the first time or a seizure that lasts more than five minutes.
- ✓ The child has injuries to the neck or back.
- ✓ The child has sudden, severe pain anywhere in the body.
- ✓ The child's condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the child permanently disabled unless he/she receives immediate care).
- ✓ The child's condition could worsen or become life-threatening on the way to the hospital.
- ✓ Moving the child could cause further injury.
- ✓ The child needs the skills or equipment of paramedics or emergency medical technicians.
- ✓ Distance or traffic conditions would cause a delay in getting the child to the hospital.

If any of the above conditions exist, or if you are not sure, it is best to call EMS 1-1-9.

Exception: In the case when the patient's condition is not serious and will not worsen, or transportation will not take more time than calling an ambulance, it is not necessary to call an ambulance and the patient may be transported by a general vehicle.

Note: Following any safety incident or emergency, teachers should file a report to the administrative office about the outcome of the situation. After any incident involving a student, that student's parents must be notified.

Ton Yen Hospital Contact Information

Ton-Yen General Hospital International Medical Services

Address: No.69, Xianzheng 2nd Rd., Zhubei City, Hsinchu County 30268, Taiwan (R.O.C.)

Tel: +886-3-6572288 / E-mail : ims@tyh.com.tw

Emergency Phone Numbers:

Police Service in Taiwan

Contact the police by calling **110** to report emergencies.

Medical (Ambulance) Service in Taiwan

In a genuine medical emergency call **119** for an ambulance.

Fire Service in Taiwan

In a genuine emergency call **119** to contact the fire department.