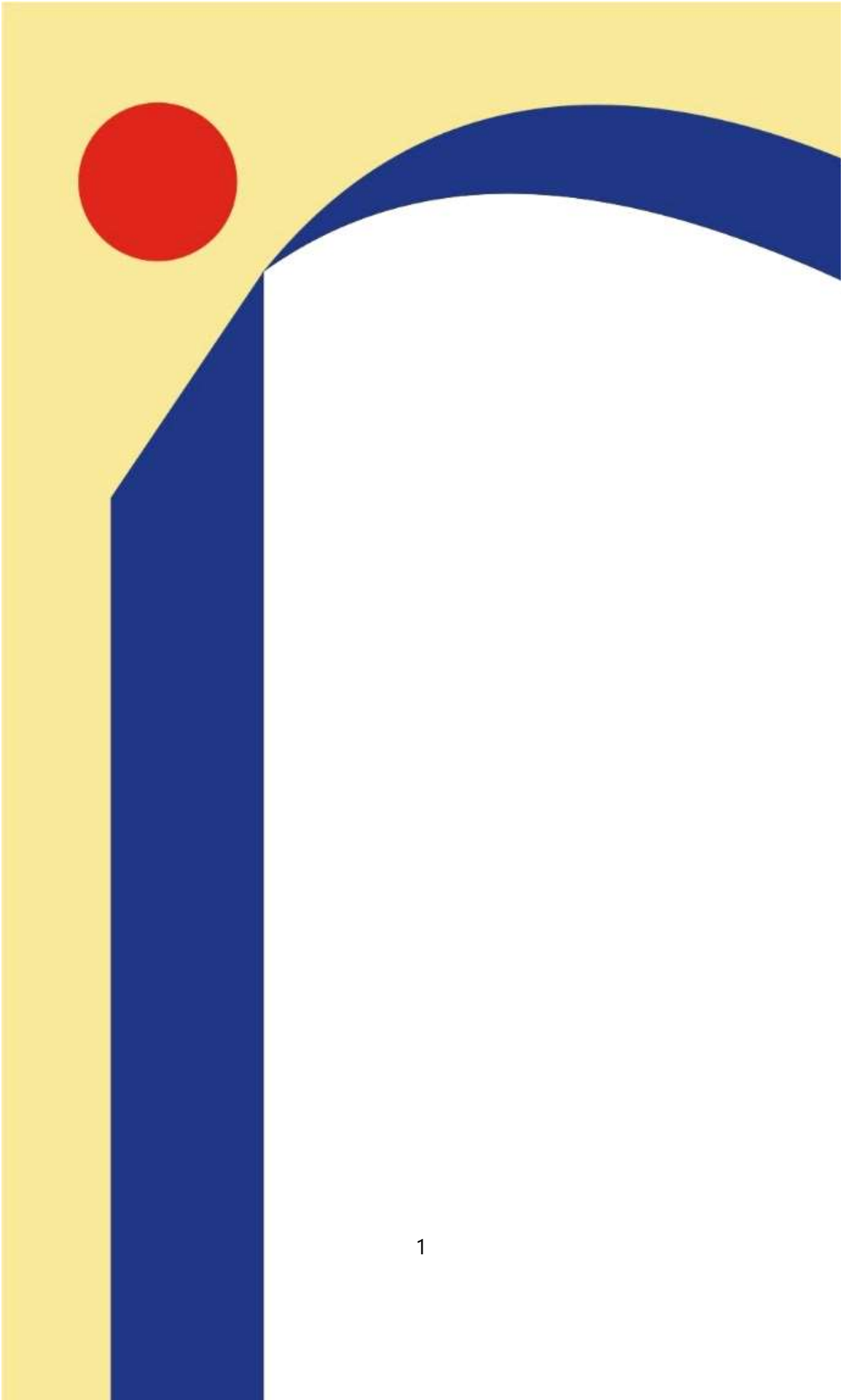


Hsinchu County American School

Middle and Upper School
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 Korrnell). HCAS is part of an organization that started with Ton Yen General Hospital (1998) which led to the establishment of Korrnell 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

Our mission is to educate the whole person using the Dalton Plan to develop informed, globally minded, ethical, and caring individuals who contribute to humanity.

Hsinchu County American School (HCAS) Learner Goals

Intellectual individuals:
Being intelligent does not mean being only book smart. We also recognize emotional, cultural, and other intelligences (as described by Dr. Howard Gardiner).

Independent Individuals:
We promote the independence and freedom our students need to pursue their passions. The Dalton Plan's principle of freedom stresses "fostering independence and creativity, beginning with the individual's interests" (Marion Plexico, Dalton School, Tokyo).

Healthy Individuals:
Being healthy is not limited to the physical body; we also recognize mental and spiritual health. Our students will be able to discern between what is beneficial and what is harmful to themselves. We seek to nurture the whole person.

Academically Competent Individuals:
HCAS is an academic institution first and foremost. Our institution embraces an

atmosphere conducive to research, study, and the pursuit of truth. Lying, plagiarizing, cheating, and any other form of intellectual dishonesty are absolutely not tolerated.

Technologically Literate Individuals:
The nearby Hsinchu Science Park, with its 360 high-tech companies (including TSMC, Philips, United Microelectronics Corporation, Holtek, AU Optronics, and Epistar), is an incentive to our students. It is often called the Silicon Valley of Taiwan. At HCAS, we value technological literacy in all of our students.

Social Individuals:
We encourage our students to master social skills and collaboration through exchanges with a variety of people, which is the second principle of the Dalton Plan. We promote cooperation and anticipate that our graduates will work successfully with anyone in the world.

Life-Long Learners:
"Education is a social process; education is growth; education is not a preparation for life but is life itself" (American philosopher John Dewey). We value students who constantly improve themselves through education, very much in the manner of the Japanese concept of "kaizen".

Global Citizens:
HCAS adopts the IDEAS definition of "Global Citizen" and strives to produce students who care about the world:
To be effective Global Citizens, young people need to be flexible, creative and proactive. They need to be able to solve problems, make decisions, think critically, communicate ideas effectively and work well within teams and groups. These skills and attributes are increasingly recognized as being essential to succeed in other areas of 21st century life, including many workplaces. These skills and qualities cannot be developed without the use of active learning methods through which pupils learn by doing and by collaborating with others.

Hsinchu County American School (HCAS) 7 C's

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. In the First Program and Middle School, the House is comprised of students in the same grade. In the Upper School, the House includes students from each of the four grade levels, creating a microcosm of the larger Upper School 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.

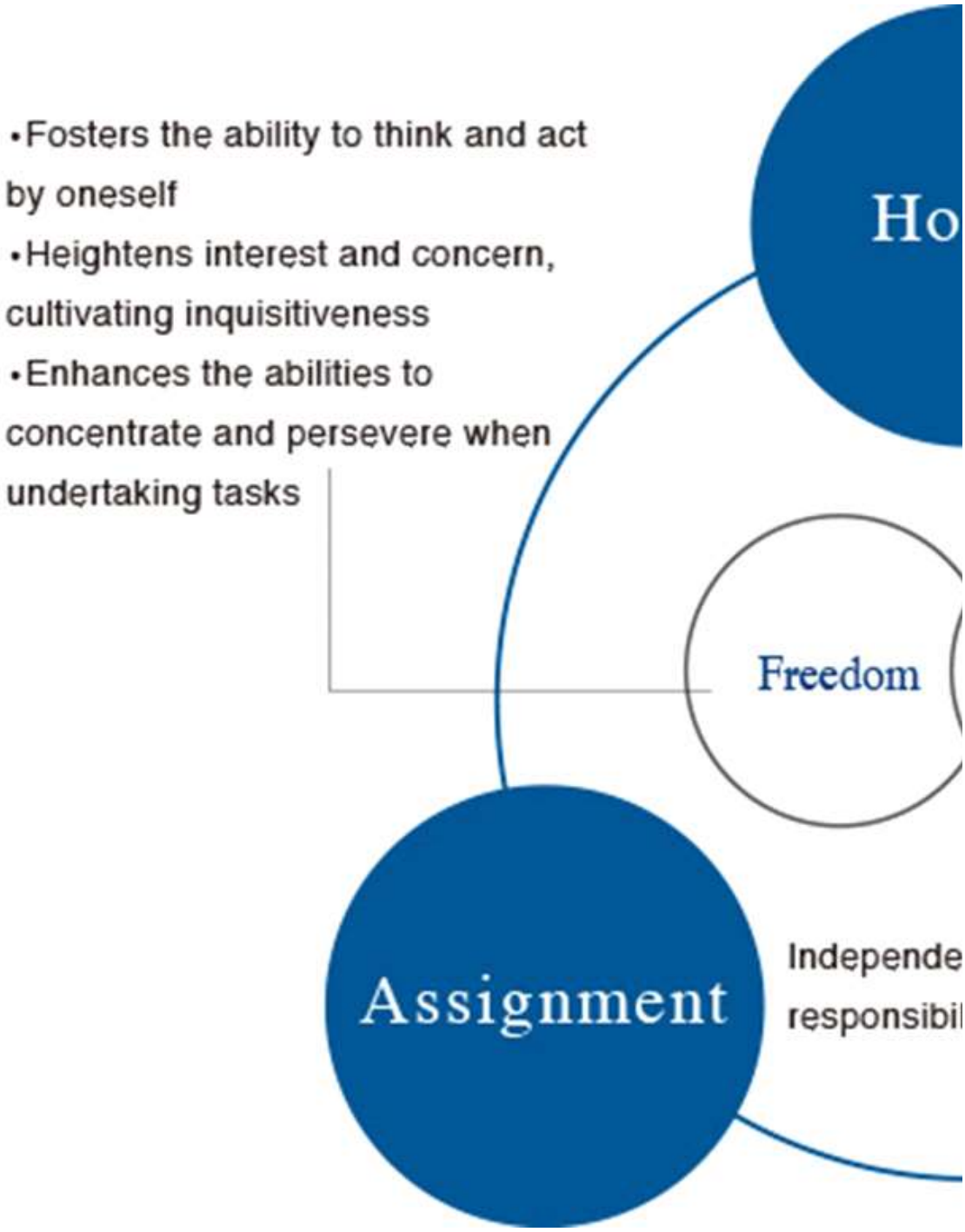
Lab

The Laboratory is integral to the educational culture of The 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.

Grades are divided into three groups - First Program, Middle School, and Upper School. The First Program consists of grades 1 to 4, Middle School consists of grades 5 to 8, and 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

Four Year Educational Plan for Middle School

Below is the worksheet to help students plan the courses they will take during the fifth, sixth, seventh, and eighth grades. Students must enroll in 7 courses every year.

Grade 5	Grade 6	Grade 7	Grade 8
English – 5	English – 6	English – 7	English – 8
Social Studies – 5	Social Studies – 6	Social Studies – 7	Social Studies – 8
Mathematics – 5	Mathematics – 6	Mathematics – 7	Mathematics – 8
General Science – 5	Life Science – 6	Earth Science – 7	Physical Science – 8
P.E.	P.E.	P.E.	P.E.
Compute Science	Computer Science	Computer Science	Computer Science
Fine Art*	Fine Art*	Fine Art*	Fine Art*
World Language**	World Language**	World Language**	World Language**

*Fine Art Options: Students are offered Visual and Performance Arts. We are also anticipating to offer Band, Orchestra, and Choir.
**World Language Options: Students must choose Chinese unless they choose to opt out. Spanish and French are offered as co-curricular and extra-curricular classes.

HCAS offers continuity for the entire eight-year middle and secondary school curriculum. There are 5-minute breaks in and between classes for Middle and Upper Schools. All students complete the eight-year cycle in seven core curricular areas leading up to their Junior (Eleventh) year: English, Social Studies, Mathematics, Science, and World Language. In addition, students have options of taking Physical Education, Computer Science, and Fine or Performing Arts as electives. Health Education will be included in one of the terms in the Fifth or Sixth grade during Physical Education and/or Science courses. Computer classes will be offered in conjunction with Robotics and other STEM related activities. HCAS offers a I: I laptop environment (for Grades 7 to 12) and students in grade 7 and up are required by the school to purchase their own laptops.

HCAS will designate the Lab time for all students. 'Lab' gives students the opportunity for individual consultation with teachers or for small group interaction with peers as they pursue and extend the study prescribed in the Assignment. Lab enables students

to personalize their learning experience.

Four Year Educational Plan for Upper School

Freshman Year (9th Grade):

Courses	Course Option
English	Literature and Composition I
History	World History I
Languages	Chinese, Spanish, or French
Math	Geometry or Algebra II
Science	Biology
Computing	Elective
Arts	MADD
PE	PE

Sophomore Year (10th Grade):

Courses	Course Option
English	Literature and Composition II (Poetry and Drama)
History	World History II
Languages	Begin or continue with world languages
Math	Algebra II or Pre-Calculus
Science	Chemistry
Arts	Choose a 2nd year course in one of the Art before graduation
PE	PE
Electives	AP Microeconomics, AP Psychology, or other available courses

Junior Year (11th Grade):

Courses	Course Option
English	Literature and Composition III or AP Language & Composition (American Literature)
History	US History or AP US History
Languages	Continue language to complete the 3 year sequence in Upper School
Math	Choose the course next in sequence that completes the 3 year requirement (Pre-Calculus or AP Calculus AB/BC)
Science	Physics or AP Course
Electives	Interested students may choose from available offerings

Senior Year (12th Grade):

Courses	Course Option
English	A course for each term is required
Electives	Interested students may choose from available offerings
Senior Project	Students may start in their junior year

Middle & Upper School Schedule

The school day begins at 8:00 for all grades. Unless otherwise noted, students are dismissed from school 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 Middle and Upper School (Subject to Change)

Periods	Hours
8:00am ~ 9:25am	Block 1
9:30am ~ 10:55am	Block 2
11:00am ~ 12:25am	Block 3
12:30am ~ 1:10pm	Lunch
1:15pm ~ 2:00pm	Lab
2:05pm ~ 3:30pm	Block 4
3:40pm ~ 4:30pm*	Extra-Curricular Activities

*Extracurricular activities take place during the 5th period. Duration of the activity will depend on whether it will involve sports activity.

Graduation Requirements

To graduate from HCAS, a student must receive a minimum of
22 academic credits and fulfill the requirements in Arts, Health, Physical Education, and Service Learning listed below. All students should be computer literate. Specific departmental requirements are:

GRADUATION REQUIREMENTS

Subject	**Minimum Credits Required**	**Recommended for College**
English	4	4
Social Studies	3	4
Math	3	4
Science	3	4
World Language	2	4
Fine and Performing Arts	1	1
Physical & Health Education	1	2
Electives	4	3
Total	22	26

* Senior project is included in the elective requirement.

1 credit consists of 3 courses of 80 minutes per week for one year. School contact days are approximately 180 days per year. English, History, Languages, Math, World Language, and Science are core courses. They will have the matriculated GPA records on the transcripts. Upper School students must also consult with their college counselor prior to selecting their electives.

ACADEMIC POLICIES

For the purposes of computing grade point average, letter grades will be assigned to the following point values:

Letter Grade	Percentage	Points	Points (AP Classes)
A+	98-100	4.3	4.8
A	93-97	4.0	4.5
A-	90-92	3.7	4.2
B+	88-89	3.3	3.8
B	83-87	3.0	3.5
B-	80-82	2.7	3.2
C+	78-79	2.3	2.8
C	73-77	2.0	2.5
C-	70-72	1.7	2.2
D+	68-69	1.3	1.8

D	63-67	1.0	1.5
D-	60-62	0.7	1.2
F	0-59	0	0

A student's Grade Point Average (GPA) is comprised of the grades for all core subjects. As mentioned above, core subjects are English, math, science, social studies, and world language.

Instead of the letter grade options above, teachers may subscribe a student's coursework as "Pass- P" or "Incomplete - I." "I" designation will be used for any student under special circumstances who has not fulfilled the course requirements. Before any such designation is used, a teacher should inform the Head of Academic Affairs (or the Director of Academics) in writing of the student's missing coursework and circumstances.

Each academic year has four terms. Students will receive a grade and a comment for every course after the end of every term. All report comments should be appropriate and computer-generated via Power School (HCAS Student Information System).

Term Grades

Within each term, teachers should follow the grading standards established by the relevant academic department.

Year Grades

For yearlong courses, each Year Grade will be calculated as the mathematical mean of the four terms grade numerical value. Students entering mid-year (winter) will follow the two term means. For example, a First Term grade of 91 (A-) and a Second Term grade of 87 (B+) would yield an overall Grade of 89 (B+).

A sample grading formula for a term grade is as follows:

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. Students, if absent for any reason, must

complete all missed work. Students who miss any kind of assessment will be offered a chance to retake that assessment or take an alternate one, at the discretion of his or her teacher(s). Therefore, students are responsible for obtaining assignments from his or her teacher(s) and requesting any assistance in completing them.

In general, for each school day missed, students are permitted one day to complete these assignments. Teachers are permitted to make reasonable adjustments if extra time is needed; such an agreement must be requested by the student, parent(s), or guardian(s).

Before unanticipated absences

In the case of a student's unforeseen absence, the student's parent(s) or guardian(s) must call the HCAS before 8:00 am of 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 unless the parent or guardian explicitly stated in the telephone call or note that the student may leave without getting picked 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 actions.

Before long, anticipated absences

In cases of anticipated absences of three days or more, the parent(s) or guardian(s) must notify the Head of School in writing. This letter should be sent as soon as possible but must be received no later than two weeks ahead of the absence so that HCAS can assist in preparing make-up work for the student. Teachers should cooperate with students who anticipate long excused absences by preparing assignments. Nevertheless, parent(s), guardian(s), or students must request these assignments from each teacher in advance of the absence.

Any student anticipating an excused absence of more than five days must refer his or her case to the HCAS Head of School. 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 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.

Regardless of the reason for the absence, students must complete all missed work. The student is responsible for obtaining assignments from his or her teacher(s) and requesting any assistance in completing them. In general, for each school day missed, students are permitted one day to complete these assignments. Teachers are permitted to make reasonable adjustments if extra time is needed; such an agreement must be requested by the student, parent(s), or guardian(s).

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

House teachers are expected to take attendance for the day. At the beginning of each class, subject teachers are expected to take attendance. 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 Head of the School. 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

Assessment Exams

All HCAS students are expected to take assessment exams. If a student will be absent for regularly scheduled exam times for any reason, notification must be provided as far as possible to the exam, in writing, and signed by a parent or guardian. Students are required to schedule make-up times for these final exams.

AP Exam

If a student is taking an AP exam he or she is not required to attend classes that day. He or she must attend classes any day in which he or she is not taking an AP exam.

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. Students who cannot participate in the PE activity

should report to the library.

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 their child's homeroom teachers 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 prohibited, 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 supervisor. 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. All matters of academic dishonesty will be dealt with according to HCAS Discipline Regulations and Procedures.

Academic Probation

The purpose of academic probation is to uphold high academic standards for all

students and to assist students in improving their academic performance.

Criteria for Academic Probation

A student will be placed on academic probation when, on a term report card, his or her GPA is below 2.0. "Academic Probation" will be noted on the student's grade report, and parents will be notified each term that the student is on academic probation.

Conference

The first time that a student is placed on academic probation within an academic year, a letter will be sent to his or her parents from the Academic Affairs Office. That office will also schedule a conference with the student, his/ her parents, the Academic Director, the Dean of Students, the student's house teacher, the school counselor and/or any relevant subject teachers. The purpose of the conference will be to review the reasons for the student's poor academic performance, and to outline strategies for improvement. A letter summarizing the conference and any necessary next steps will be written by the Academic Affairs Office and distributed to all those involved.

Loss of privileges

When a student goes on Academic Probation, he or she may forfeit participation in extracurricular activities. Additional measures may be implemented as needed.

Supervised Study

When a student placed on Academic Probation receives below 2.0 GPA on his/her term the second time, he/she will be advised to study with a tutor.

Repeat Probation

If a student has a GPA below 2.0 at the end of the school year, he or she will not be promoted to the next grade level. A student may need to repeat a class if it is a prerequisite for a required class at the next grade.

Responsibilities

1. Student - The student must make every effort to complete homework promptly, seek additional assistance as he or she feels necessary, meet at least once per week with the teacher(s) in whose class he/she earned a "C" or below, and attend meetings with counselors and teachers. The student is responsible for arranging weekly meetings with his or her teacher(s).
2. Parent(s)/Guardian(s) - Parent(s)/guardian(s) need to encourage the student, provide an environment at home conducive to study, and maintain close communication with school personnel regarding the student's progress. Parent(s)/guardian(s) of boarding students need to sign the boarding rule contract before students can move in.
3. Teachers - Teachers must be available to meet with the student on a regular basis, complete weekly progress reports, and communicate with the student,

parent(s), the Academic Director, the Dean of Students, the school counselor, the house teacher and/or other subject teachers.

4. Academic Affairs (AA) – The Academic Affairs Office is responsible for sending out the academic probation notices to parents at the end of each term. At the end of the school year, parents will be notified by the Academic Affairs Office as to the students' status, either for promotion, retention, or termination. The Academic Affairs Office will also arrange all supervised study periods for students on academic probation.

Assignments

Students should be given assignments (both weekly and term based) to develop their time management and independent learning skills. To maximize student benefit, teachers should expect all assignments to be completed independently (unless specified collaboration) and with sincere effort.

Dropping Classes

A student may not drop a class after the first two weeks of the term. Students who are failing a particular course may submit a request to the Principal to drop the course. If a course is dropped, it will be listed on the student's transcript with a notation that the student withdrew failing (WF).

Honor Roll

GPA will be used to determine qualification for the Honor Roll. A student will not be eligible for the Honor Roll if he or she receives a "C", "D", "F", or Incomplete on his or her report card. At the end of each term, students will be placed on the Honor Roll based on their grades.
Each grade level will have two honor rolls (high and regular). Students with a GPA of 3.50 to 3.99 will be placed on the Honors list. Students with a 4.00 and above will be placed on the High Honors list.

Schedule Changes

Student schedules will not be changed unless there is a legitimate academic reason to do so. Course changes must be approved by the Principal and may not be made after the first two weeks of the school year. In addition, seniors may not change or drop classes at the end of first term.

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:

- Fill out a Level I referral with the student, identifying the behavior concern, and the intervention method to follow.
    - Both teacher and student should sign off.
    - The hard copy will remain with the teacher.
    - The teacher will also record the incident and intervention in PowerSchool under Behavior.
    - Should the incident be Academic Dishonesty, the teacher will follow the set process on the back side of the Level I Referral form.

- 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:

- Follow the documentation of Level I referrals as stated above.
- Provide the student a clear statement of being signed up, as well as a reminder note.
- Sign up the student on the Responsibility Development sign up form, available in the School Culture file folder on the school G-Drive.
- The Dean of Students will oversee the completion of the RD session, and provide further character development intervention, with possible methods being:
    - SODA reflection sheet
    - Apology letter to the teacher
    - Community Service
    - Detention
- 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, including but not limited to:

- Weapons
- Alcohol
- Illegal drugs
- Tobacco
- Fireworks
- Or any other items that threaten the safety and or violate the local laws.

- **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:

- The student is brought down to the Main Office to meet either with the Principal or Dean of Students.
- The staff member will complete the Level II Referral and provide this information to the Main Office as soon as possible.
- The Principal or Dean of Students will further investigate, notating this information on the Level II referral form.
- Based upon the student behavior and school policy, a consequence will be

assigned to the student.

- 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

Expected Places for Students

The following locations are where students may go during lunch and after school. Note that students must stay in the cafeteria until the bell rings at 12:45.

Lunch (12:45~13:10)	After school (15:30~16:30)	After school (16:30~17:30)
Outside field	**Snack cafeteria (until 15:50)**	**Outside field**
Locker area	**EC Clubs / ESL classes**	**Locker area**
	Outside field	**Classroom with teacher**
Classroom with teacher	**Locker area**	
	Classroom with teacher	**Library**
5th floor gym	**5th floor gym**	
	Library	**South Gate**
	South Gate	
Student Lounge (Upper School)	**Student Lounge (Upper School)**	**Student Lounge (Upper School)**

Students are not permitted to stay on the school campus after 17:30, unless otherwise given permission to do so by school staff/faculty

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.

Cafeteria

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 suspension or loss of privileges. Laptops are not allowed in the cafeteria.

Cell Phone Use

Middle and Upper School 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. It 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 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 (e.g., drug and alcohol references) 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.

Driving to School

Upper School students are not permitted to drive cars or other motorized vehicles on or adjacent to school at any time.

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.

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 ride as 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 cannot 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 child's teacher. HCAS does advise that all students read or be read to every night.

Language Pledge

Except in classes taught in World Languages, and during lunchtime in the cafeteria to give students a cognitive break, the only language expected to be used on campus is English. While HCAS respects all students' mother languages, for the sake of unity and progression for learning, we expect all students to become accustomed to speaking the English language throughout the day.

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 a

violation of these rules is suspected. Personal lockers are to be kept clean at all times.

Lost and Found

Students should mark all possessions with their names: books should have names written on the outside spine, and clothing should have nametapes. Books left in public spaces and hallways will be taken to the bookstore (to be built) and clothing to the lost and-found closet by the student mailboxes. Found valuables such as watches, glasses, cell phones, calculators, wallets, etc., should be turned in to the Office of the Administration. 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

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. Written reports along with the Power School notifications are made available to parents at the fall conference. 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 material. However, the school must maintain certain standards of propriety and decency relative to the use of printed material by students in student houses. Consequently, students are advised against having the following printed material(s) at school or downloaded to computers while in school:

- pornographic magazines, posters, books, or other obscene material demeaning to human beings
- overtly racist, homophobic, or sexist material(s)
- hate material

This policy is broad and, consequently, applies to downloading, uploading, storing, viewing, and printing electronic material that is profane or obscene or that uses language degrading to others. The distribution of offensive electronic 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 in possession of pornography will reserve the right to temporarily confiscate the material from the student, and will subsequently engage the student in a serious conversation about the reasons the material is offensive. In cases of disputes of this policy, the Dean of Students assumes the role of final arbiter.

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 area in the primary office 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.

Public Display of Affection

In particular, students should refrain from exhibiting affection in the form of hugging or kissing when outside the school building but still on or about school property. Community members are aware of our presence and keep track of incidents of public affection. Please remember that the values of HCAS extend throughout our lives and not just in the classroom.

Photo ID

At the beginning of the school year 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 for disposable of recyclable material.

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.

Study Hall for Boarding Students

Boarding students are expected to be at the library every evening from 6:30pm to 10:00pm. Students have a break from 8:10pm to 8:25pm. Attendance is compulsory.

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 that are

distributed to the entire class (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, Nintendo Switch, expensive cameras, etc.) and similar items should not to 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.

Hsinchu County American School Safety and Emergency Procedures

(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 and parent services should be notified.

(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 is 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 and staff should 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 a safe way to exit.

(e) After the earthquake, look for injured persons in your area and assist, provided it is 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 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 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 school staff, leave the building by the nearest and safest exit route.

(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.

(c) Walk quickly and calmly to the designated assembly area for your building or as advised by a teacher or Fire and Rescue Services personnel.

(d) Remain at the assembly area (in groups) until instructed to leave by a teacher or Fire and Rescue Services personnel.

(e) 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 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.

(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.

Emergency Phone Numbers:

Police Service in Taiwan

Contact the police by calling 110 to report emergencies.

<u>Medical (Ambulance) Service in Taiwan</u>
In a genuine medical emergency call 119 for an ambulance.

<u>Fire Service in Taiwan</u>
In a genuine emergency call 119 to contact the fire department.

Ton Yen Hospital Contact Information
Ton-Yen General Hospital International Medical Services
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Tel: +886-3-6572288 / E-mail：ims@tyh.com.tw