



## **SECONDARY**

# ***Parent-Student Handbook***

**Updated May 29, 2023**

The Parent-Student Handbook provides basic information about programs, rules, and regulations. Further details are available through the school website and Head of School's office.

**Accredited by Western Association of Schools and Colleges (WASC)**



## Our Vision

To inspire lifelong learners to make a positive impact on our world.

## Mission

American School in Taichung is an international school which develops global citizens who strive for personal excellence, demonstrate compassion, and live with integrity.

As lifelong learners and global citizens dedicated to personal excellence, **we value...**



### Integrity

Act ethically and responsibly. Stand up for what you believe.



### Courage

Accept challenges, take risks, and persevere through adversity.



### Compassion

Be mindful, empathetic, and helpful.



### Contribution

Collaborate and lead to serve our communities and planet.

Excited about learning!

**AST Student Wide Learning Outcomes (SWLOs) - Students will be able to:**

**Think critically and creatively**  
**Effectively communicate and collaborate**  
**Utilize and apply technology**  
**Problem solve**

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# Academics

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## Western Education

1. *Western Education focuses on the student as a whole person.*

AST is dedicated to educating the whole person academically, socially, artistically, emotionally, and physically. A western-style education tries to strike a balance so that no single aspect of the student's education excludes another. Some of the ways these are addressed at AST are through our Morning Meetings, Responsive Classroom, and Advisory program.

2. *Western Education emphasizes higher-order thinking skills.*

The integration, synthesis, and application of material is emphasized in western education. At AST, students learn how to find and apply information to solve problems.

3. *Western Education involves parents as team members in the educational process.*

At AST, parents, teachers, and students work together for the student's education. Communication with teachers is encouraged and important!

4. *Western Education uses fair and consistent consequences to modify inappropriate behavior.*

At AST, consequences are meant to be educational and to modify behavior; it is never meant to be degrading, demeaning, or to shame a person.

5. *Western Education places a realistic emphasis on grades.*

When students, parents, or teachers become overly concerned with grades, the true purpose of education may be lost. At AST, we are nurturing life-long learners who value learning more than the grade received.

6. *Western Education utilizes a variety of assessment tools.*

At AST, we believe there are many ways to assess a child's knowledge, growth, and mastery of ideas. Portfolios, projects, group work, oral contributions, and homework are all elements that can be used by a teacher to determine a student's level of understanding and accomplishment.

7. *Western Education in an international setting.*

At AST, we recognize that we are part of an international community with students and teachers from around the world. We respect each other's cultural differences and native languages, while broadening our understanding of the world.

## Standards

The school follows a combination of internationally-recognized standards including the Common Core, NGSS, AERO, ISCA, and WIDA.

Students will receive formal reports four times a year. Parents will receive an electronic version of these reports, provided all outstanding fees (library books, textbooks, athletic uniforms, etc.) have been paid.

### **Middle School:**

Report cards inform parents about their child's social skills, work habits, and academic progress

relative to the AST essential grade-level benchmarks or standards for each subject at the time of reporting. Learning is reported using the following descriptors:

<b>EXPLANATION OF STANDARDS AND EFFORT MARKS</b>		
<b>Beginning</b>	<b>Progressing</b>	<b>Achieving</b>
<p>Student is in the beginning stages of understanding concepts and procedures and requires consistent support.</p> <p><b>“I don’t get it yet. I need help.”</b></p>	<p>Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it.</p> <p><b>“I almost get it but I sometimes need help.”</b></p>	<p>Student demonstrates proficiency of targeted grade-level standards and is confident and competent.</p> <p><b>“I get it! I can do it well!”</b></p>

**High School:**

**HIGH SCHOOL GRADING SCALE**

Percentage	Grade	Grade Points Standard Classes	Grade Points Advanced Classes*
93 - 100	A	4.00	4.50
90 - 92	A-	3.67	4.17
87 - 89	B+	3.33	3.83
83 - 86	B	3.00	3.50
80 - 82	B-	2.67	3.17
77 - 79	C+	2.33	2.83
73 - 76	C	2.00	2.50
70 - 72	C-	1.67	2.17
67 - 69	D+	1.33	1.83
63 - 66	D	1.00	1.50
60 - 62	D-	0.67	1.17
59 and below	F	0.00	0.00

\*Students must take the AP Exam for the weighting to count in their GPA.

## Athletic Eligibility

In order to represent AST on an athletic team, students must be in good academic standing. For Middle School students this means they are at the Achieving or Progressing level. High School students must have no grades below C.

Students can be placed on two levels of eligibility. Level 1 means they are not allowed to practice or participate in games. Level 2 allows the student to practice provided they attend mandatory study sessions after school or meet other requirements.

## Graduation Requirements (High School)

All students must take the required core and elective subjects to earn a minimum of twenty-eight credits to graduate from American School in Taichung. The following minimum number of subject-specific credits must be earned before a student can graduate:

Subject	Number of Credits
ELA	4
Math	3*
Humanities	3*
Science	3*
PE/Health & Wellness	2*
Arts	2
Electives	9
World Language	2
Total	28

\*=Mix of required courses and electives

## Community Service

Students must complete 60 hours of community service throughout their high school experience. Starting with the class of 2025, 30 hours of these must be completed off campus. All community service hours must be signed off on by your counselor using the appropriate documentation. Students may not be paid or receive course credit in exchange for community service. A project that is initiated on campus (ie planned or staged) can qualify as off campus if the majority of the work happens with the community outside AST. Community resources and contacts will be provided.

Students must document and submit their reflection form in the semester they complete their hours.

Classroom Aide (CA): In some instances work completed as a classroom aide could qualify for community service hours when signed off by a teacher. Some of these duties could include: tutoring peers, helping in elementary classrooms, and general tasks related to supporting student learning in the classroom. No credit is given for CAs, but students can earn up to 15 community service hours per class (documented). 30 hours MAXIMUM. Teachers and counselors have discretion on who can fill the role of CA.

Intern (internal): Students who are gaining experience and knowledge through a hands on application, and are guided by a mentor may gain elective credit as an intern. The eventual goal is that a student could use this experience to apply for a similar paid position at university or in the private sector. Students must be interviewed, set goals, write weekly reflections, and will be evaluated at the end (self evaluation and external evaluation). Semester Credit will be given and it will appear on the transcript.

## TRANSCRIPTS

Our transcripts are a cumulative collection of grades and community service hours for students in high school. As a result, they record every semester grade for all high school classes. Transcripts will reflect transfer courses taken at other institutions for credit purposes only. GPAs will only be calculated based on courses taken at AST.

High school students will receive one-half (.5) credit for the successful completion of each semester of a course. Credit is awarded only at the end of each semester; partial credit for less than one semester cannot be granted.

*Please note that HS credits are awarded at the end of the course. Failure in any required course may result in repeating the course. This may require using an outside resource.*

## Assessment Agreements

### Grading Practices for all classes

These policies apply to all Middle and High School Courses.

- Homework (defined as practice or preparation for the next class) will be evaluated, assessed, and read, but not count towards the overall grade. Students who do not complete homework will be assigned an appropriate consequence, such as completing the work with their teacher during lunch, etc. Chronic failure to do homework will be reported to parents and the principal.
- Reassessments are offered to students who do not demonstrate proficiency on a standard. Students will be offered additional instruction, review activities, or other materials to practice knowledge and skills that will help students be prepared for reassessment. Reassessments are administered in a fair and equitable manner.
- The teacher has the final authority to decide if the evidence is acceptable. The most recent assessment will replace the prior one.
- Late work will not be academically penalized, instead they will be treated as a behavior and may be assigned an appropriate consequence.

## HIGH SCHOOL

The High School uses a Standards Based **Learning** model, but grades are still reported in the traditional A,B,C,D,F format. In all classes, students are taught and assessed on material that conforms to international recognized standards (Common Core, NGSS, AERO, ISTA etc), but are still awarded points for assignments. The overall grading practices listed above apply to all high school classes with these additions:



- The lowest grade a student can receive on an assessment is a 50%. Zeroes will only appear (temporarily) to signify a missing assignment.
- No assessment can count for more than 20% of the final grade by the end of the semester.

## Daily Schedule

Time	Day 1	Day 2
8:00-8:20	Advisory	Advisory
8:20-8:25	Passing Time	Passing Time
8:25-9:55	Block A	Block E
9:55-10:00	Passing Time	Passing Time
10:00-11:30	Block B	Block F
11:30-12:20	Lunch	Lunch
12:20-12:25	Passing Time	Passing Time
12:25-1:55	Block C	Block G
1:55-2:00	Passing Time	Passing Time
2:00-3:30	Block D	Block H

\* Note: On Mondays 8:00-8:20 there will be all AST Assembly in the Gym

## Specialized Programs

- **Advanced Placement (AP)** - AP classes are college-level classes with curriculum based on the College Board. **Students enrolled in these classes are expected to take the AP Exam.** Many colleges and universities award credit for achieving specific AP Exam scores.

AP students should expect additional challenges and additional homework compared to regular AST High School courses. Therefore, there may be a selection process for students to enroll in an AP course. Enrollment in any AP class is also dependent on schedule availability, class enrollment numbers and teacher recommendation.

AST encourages students to attempt the [International Diploma](#) as well as the [AP Scholar Award](#)

- **Individualized Support** -
  - Teachers are not permitted to contract as paid tutors except by arrangement with the school administration. Tutors are expected to adhere to AST's Academic Honesty Policy.
  - Individualized support needs are determined by the Learning and Language Support Departments, in consultation with the Head of School.

## Standardized Testing

At AST, we use standardized tests as one tool to measure individual student progress as well as school-wide achievement.

- **Measures of Academic Progress (MAP)** – administered to students in grades 1-8 two times each year. Year-by-year comparisons help us evaluate our program.
- **Preliminary Scholastic Achievement Test (PSAT)** – administered to students in grades 9-10 two times each year. In grade 11, students will take the PSAT in the first semester. This test is designed to help students prepare for the SAT and to predict how a student will do on the SAT.
- **Advanced Placement (AP)** –AST offers a wide range of AP courses that are reviewed by the College Board. Students may take an AP test without taking a related AP course.

The following test is used by universities in making admissions decisions about international students.

- **Scholastic Achievement Test (SAT)** –This test is part of the admission process for some U.S. colleges and universities.
- **Test of English as a Foreign Language (TOEFL)** – for students whose first language is other than English who are applying to colleges or universities in the USA.

## Homework

Parents are expected to help their child(ren) by establishing a routine with a set time and quiet place for their child(ren) to complete their homework. Homework is designed to reinforce the work done during the school day or prepare for an upcoming lesson.

**Reading** - Sustained reading in English is one of the best ways to improve both writing and speaking. During school vacations students should continue the habit of daily reading in English. Books at appropriate reading levels are available from the school.

## Honor Roll (High School)

An Honor Roll is posted at the end of each semester. Honor Roll placement is determined by the student's grade point average (GPA). All grades awarded in a given semester are used.

- High Honor Roll: Grade point average of 3.7 or above and no grade lower than a "B+"
- Honor Roll: Grade point average of 3.3 or above and no grade lower than a "B-"

# Behavioral Expectations

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Behavioral expectations apply to students during the school day, on the school bus, during on- and off-campus school activities such as athletic competitions, events, and school trips, and online.

## General School Rules

1. English is the language of instruction and inclusion. Other languages in class are only with permission of the teacher and should be focused on improving understanding of the lesson.
2. Take proper care of all school equipment, books and property.
3. Keep the school clean. Food waste is to be disposed of in the designated bins.
4. Food, drinks and gum are not allowed in the theater, gym, libraries, or computer lab. Food, drinks, and gum are only allowed in classrooms with permission of the teacher.
5. Outside food deliveries are not permitted on campus.
6. Phones should be put away in backpacks unless otherwise instructed by an adult. Failure to comply with phone use regulations could result in the confiscation of student phones or loss of phone privileges while on campus.
7. Follow reasonable directives of any AST staff member.
8. Conduct yourself in an appropriate manner.
9. Be on time for all classes and school activities. Students who miss class during the day may not participate in extracurricular activities that day without permission from the Secondary Principal.
10. Obtain consent before videoing, voice recording or taking a picture of another individual.
11. Follow the [Technology Acceptable Use Policy](#). Teachers determine when use of technology is appropriate in the classroom.
12. Adhere to expectations regarding [academic honesty](#).
13. Students, parents, and teachers should view a correction as an opportunity to learn and grow as per the AST Behavior Policy .
14. Students must refrain from physical interactions (eg hitting, pushing, slapping, etc).

## Unacceptable Behaviors

1. Academic dishonesty
2. Fighting, intimidation, bullying, or hazing. This includes cyber bullying or similar activities off-campus.
3. Theft, vandalism, or destruction of school or personal property.
4. Lying, profanity, or obscenity.
5. Possession of guns, knives, or other weapons or items intended to be used as weapons.
6. Use or possession of controlled substances such as drugs, alcohol, or nicotine products. This includes Vape pens with or without nicotine.
7. Violating consent.
8. Violations of the Technology Acceptable Use Policy

## Using English At School

One goal of the American School in Taichung is to encourage all students to use English effectively. The language of instruction and inclusion is English. While the school recognizes the importance of speaking many languages, students should take every opportunity to use English when they are at our school.

The following statements should provide clear guidelines for the use of English at school:

1. During classroom instruction and in instructional spaces, English should be used by all students except at times and conditions approved by classroom teachers.
2. Outside of classes, all students are encouraged to use English as often as possible, creating an English-speaking environment in our school.
3. Parents should encourage their children to use English when they are at school.
4. The language on field trips is English. Parent chaperones are expected to speak English when possible.
5. Student interactions with classroom aides and school staff should be in English.
6. The language of interaction during recess may be the language with which the student is most comfortable. However, in groups of students where the only common language is English, then it must be used. No one should be excluded from an activity or a conversation because of language.

## Technology - Acceptable Use Policy

Information and Communication Technology (ICT – this *includes but is not limited to* computers, laptops, tablets, phones, and the AST network) makes it possible for students at American School in Taichung to communicate with instructors, collaborate, and research thousands of libraries, universities and databases. American School in Taichung has chosen that students in grades 1-8 may only use AST issued Chromebooks on campus. High School students may register up to 1 device to access the AST wifi and must have up to date security software. If an additional device is necessary for academic work, they must obtain permission from the principal.

ICT use while on AST grounds should be *mainly for education*. This includes equipment operated and maintained by the school, as well as personal devices such as phones, tablets and laptops (High School only). Limited personal use is acceptable if it does not burden the school's resources; if it has no negative impact on the student's academic performance; if it does not cause a disruption to the school's goals, and if it does not create an expense for the school. It is a general policy that all technology used at school is to be used in a responsible, ethical and legal manner. Students should be aware that their teachers will decide whether the student's use of ICT is disruptive, interferes with learning, or must be restricted. Certain websites have been blocked because they have no value academically or do not contribute positively to the social climate.

*Examples of Acceptable Use of ICT include:*

1. Communicating respectfully and truthfully through email, instant messaging and other tools.
2. Conducting research based upon reputable, reliable sources.
3. Working on college admissions and scholarships.
4. Working on student projects and sharing of educational information.
5. Using royalty free music and non-copyrighted images.

*AST considers the following unacceptable.*

1. Violating the privacy of other users.

- a. Sharing or using someone else's password or identity.
  - b. Trespassing in another's work or files.
  - c. Sharing others' private information without express permission (pictures, grades, personal information, etc.).
2. Violating AST's School Rules or Prohibited Behaviors.
    - a. Cyber bullying; threatening messages; harassment; hate mail; racist, sexist or discriminatory remarks; anonymous messages; chain letters (e.g.: "Copy this message and send it to five of your friends . . ."), and other antisocial behaviors.
    - b. Using profanity, obscenity, degrading or other offensive language.
    - c. Breaking, misusing, or abusing AST's ICT equipment.
  3. Violating consent
    - a. Recording a picture, video, or audio of another person without their permission.
    - b. Using someone's digital image without their permission.
  4. Involvement in illegal activities.
    - a. Violating copyright laws or licensing agreements.
    - b. Viewing, storing or transferring obscene, sexually explicit or pornographic materials.
    - c. Intentionally spreading computer viruses or malware.
    - d. Pirating, hacking or tampering with hardware or software.
  5. Use of the AST's ICT resources for financial gain including posting to personal social media accounts to gain likes or views.
  6. AST will provide Chromebooks from Grade 1 to Grade 8. Grade 1 to 5 Chromebooks will stay in the classrooms, and G6-8 students can take their Chromebooks home.

### *Consequences*

Students who violate the Acceptable Use Policy face loss of access to the network, restrictions on device usage, and behavioral consequences.

## **Academic Honesty**

Academic Honesty is at the core of a successful school program.

Academic Honesty means:

- Submitting work that reflects your current ability or understanding
- Giving credit to others for their work (such as citing sources or crediting peers)
- Supporting others via guiding questions, related examples, and explanation

Academic Honesty allows teachers to best support students in their areas of need. If a student is receiving outside support (such as tutoring), it is very important that their teachers are aware of such support.

Academic Dishonesty is submitting work that does not reflect the effort and abilities of an individual student. This includes:

- Cheating by using or copying materials that are not allowed for an assignment or assessment.
- Plagiarism by taking someone else's (or even your own former) work or ideas and presenting them as one's own--whether intentionally or unintentionally.
- Helping with plagiarism (collusion) by providing your own work or services (such as revision) so that others will not have to do their work.
- Making up data or information that is untrue or misrepresentative.
- Submitting AI generated work

AST takes Academic Honesty very seriously. Parents will be informed if their student has engaged in academic dishonesty and the Secondary Principal will be notified. Records will be kept of all incidents of violations of the Academic Honesty Policy and students will be required to resubmit the work to be assessed.

## **Dress Code**

Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, and should approach the knee. Tops must have shoulder straps that are larger than spaghetti straps. Rips or tears in clothing should not be distracting. Clothing should appropriately cover private areas.
2. Shoes must be worn at all times and should be safe for the school environment.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
4. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
5. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, vaping, or other controlled substances.
6. Clothing may not depict or imply pornography, nudity, or sexual acts.
7. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

The school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines or wear the replacement clothing will not be allowed to attend class. Parents will be called if appropriate clothing is not available or if the student refuses dress-code appropriate clothing.

## **School Bus Information**

The pick-up and drop-off times are approximations; arrive at least 5 minutes before the listed time. The 3:45PM and 12:00PM (early release) bus routes are the reverse of the morning routes, and the afternoon drop-off location is across from the morning pick-up location.

Any requests for bus route changes or bus stop additions will be evaluated during the first two weeks of the school year. Parents are responsible for informing the bus monitor as soon as possible if the child is not taking the bus on a particular day. Contact GAO if you have any questions.

### *School Bus Regulations*

1. Students are to remain seated with seat belts buckled at all times.
2. Passengers will ensure the safety and well-being of all students by not distracting the driver in any way, including shouting, moving around, or making loud noises.
3. Technology used on the bus is subject to AST's Acceptable Use Policy.
4. Students are expected to clean up after themselves when they leave the bus.

5. Students should not chew or use gum while on the bus.
6. Students should take care not to leave personal property unattended.
7. Passengers must follow the directions of the bus monitors.
8. Students are expected to use appropriate language on the bus at all times.
9. Students with repeat or severe violations will not be allowed to ride the bus.

***I understand if I violate the bus safety regulations, I will receive a verbal warning from the bus monitor. Following the verbal warning will be written warnings that must be signed by a parent/guardian and returned to the school the following day. Three written warnings per semester will result in a 5 school day bus suspension. Parents will need to provide their own transportation.***

## Behavioral Violations Categorization & Consequential Expectations

	<b>Level 1</b> <i>Low-Level Disruption</i>	<b>Level 2</b> <i>Significant Offense</i>	<b>Level 3</b> <i>Serious Infringement</i>
<i>Examples</i>	<ul style="list-style-type: none"> <li>● Academic dishonesty (initial)</li> <li>● Poor representation of the school</li> <li>● Disrupting others in class</li> <li>● Inappropriate behavior</li> <li>● Pattern of not following teacher instructions</li> <li>● Swearing or inappropriate language</li> <li>● Ongoing tardiness</li> <li>● Inappropriate technology use</li> <li>● Inappropriate clothing in class.</li> <li>● Other similar behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Academic dishonesty-second offense.</li> <li>● Skipping class.</li> <li>● Aggressive behavior / frequent horseplay.</li> <li>● Bullying.</li> </ul> <p>Repeated or patterned versions of low-level disruptions.</p> <ul style="list-style-type: none"> <li>● Repeated or significant poor representation of school.</li> <li>● Repeated or significant inappropriate technology use.</li> <li>● Repeated unexcused absences.</li> <li>● Repeated classroom disruptions.</li> <li>● Similar other incidents.</li> </ul>	<p>Any offenses of a potentially criminal nature</p> <ul style="list-style-type: none"> <li>● Alcohol/Drug / tobacco related offense.</li> <li>● Use of technology to hurt, offend or shame.</li> <li>● Destruction of property.</li> <li>● Theft.</li> <li>● Harassment.</li> <li>● Assault.</li> </ul> <p>Severe or egregious versions of other offenses.</p> <ul style="list-style-type: none"> <li>● Repeated/severe academic dishonesty.</li> <li>● Serious or repeated poor representation of school.</li> <li>● Serious or repeated aggressive behavior.</li> <li>● Repeated occurrences of skipping class.</li> <li>● Similar other serious incidents.</li> </ul>
<i>Addressed by</i>	Teacher	Principal	Principal/Head of School
<i>Communication and Documentation</i>	<ul style="list-style-type: none"> <li>● Teacher &amp; Student One-on-One Conversation</li> <li>● Email or phone call to parent</li> <li>● Teacher or employee documents in Alma</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reports incident to Principal</li> <li>● Email, phone call or meeting with parents</li> <li>● Teacher or employee documents in Alma</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reports incident to Principal who informs the Head of School</li> <li>● Meeting with parents</li> <li>● Teacher or employee documents in Alma</li> </ul>

<i>Possible Consequences/ Reparations</i>	<ul style="list-style-type: none"> <li>• Apology</li> <li>• Reflection</li> <li>• Classroom Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Written Reflection</li> <li>• Detention</li> <li>• School Service</li> <li>• In-School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Written Reflection</li> <li>• Out-of-School Suspension</li> <li>• Removal of Student Government or other privileges</li> <li>• Expulsion</li> </ul>
<i>Possible Follow Up</i>	<ul style="list-style-type: none"> <li>• Teacher monitors behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Counselor</li> <li>• Behavior Contract</li> <li>• Increased monitoring of behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Referral for outside counseling</li> <li>• Behavior contract</li> </ul>

The school counselor acts as a support person to the “Addressed by” people described above at every level.

## General Policies & Procedures

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### Attendance

Participation in all classroom activities is an important part of the educational experience at AST.

- Call or email the school registrar ([registrar@ast.tc.edu.tw](mailto:registrar@ast.tc.edu.tw)) no later than 8:15 in the morning if your child will be absent from school.
- If the child is absent due to illness for 1 to 3 days, please provide a note from a parent upon return. If an absence due to illness is more than 3 days, please provide a note from a doctor saying the child is cleared to return to school.
- If a student becomes sick during the day, he or she is to visit the school nurse. If the nurse is not available, the student should report to the registrar for assistance.
- Make-up Work – Students may have one day for each day of absence to make up missing work. Teachers may establish individual guidelines extending the time.
- Any planned Absence (family trips or special occasions) of three or more days requires students to submit a Planned Absence Slip three days before the leave and cleared through the Secondary Principal. Students are expected to communicate with their teachers and make a plan to complete their missed work.
- Unexcused absences are considered truancy and will be treated as a behavioral issue.

### Drop Off / Pick Up

Each school day, parents may drop off their children between 7:30~8:00 AM and pick them up between 3:30~3:45 or after co/extra-curricular activities. Drop-off and pick up location is the LAC parking lot.

### Visitors and Volunteers

Visitors, including parents, must have an appointment with an AST faculty or staff member upon entering the campus. Visitors must sign in at the guard house and wear a visitor’s badge.

All visitors and volunteers are expected to abide by all child protection policies and procedures.

### Lunch

Students have a 50-minute lunch period. Students have the choice of purchasing a catered lunch through the school lunch plan or bringing lunch from home. Lunch menu is available on the school



website.

- Students may eat in the cafeteria or designated areas ( lunch club meetings, etc.) and should be responsible for the appropriate cleanup of their lunch.
- Students should eat or take their lunch with them during the first 15 minutes of the lunch period.
- Students are not permitted to order or receive food deliveries for lunch

## **Lost and Found**

Lost and found items are kept in a box by the main stairway in the Administration Building. Found items may be discarded periodically if not claimed by the owner.

Lost and found items of high value should be turned in to the GAO office or the Head of School's office.

## **Library**

Reading and books are central to learning and students are encouraged to read a wide variety of books. Students will be reminded to return any overdue books and will be notified and liable for any loss or damage.

# Communication

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It is critical that we have accurate and up-to-date parent contact information, including email and phone number. Please provide updated information to [registrar@ast.tc.edu.tw](mailto:registrar@ast.tc.edu.tw) if your contact information changes.

## Alma

AST uses Alma as our Student Information System. AST will support students and parents in creating Alma accounts. Alma can be used to view course information, assignments and grades, and to contact teachers. Parents and students are encouraged to monitor Alma frequently.

## Scheduled Communications

- **AST Updates** –AST will email periodic updates to all parents. These will include recent events, reminders about upcoming events and updates about athletics.
- **Parent-Teacher Back-to-School Night** – An informative presentation early in the school year during which teachers will discuss their courses and expectations. This is a very important meeting that sets the tone for the entire year. All parents are encouraged to attend.
- **Report Cards** – Report Cards (MS) or Progress Reports (HS) are emailed home at the end of each quarter for all students. Progress reports are intended to inform parents and students about a student's progress toward the semester grade.
- **Conferences** - Conferences are held after the end of the 1<sup>st</sup> and 3<sup>rd</sup> Quarters.
  - *Parent-Teacher Conferences* - The Parent-Teacher Conference is a time to hear a summary of your child's progress and talk to the teacher about the details. Parent-Teacher Conferences are held twice a year, usually at the end of Quarter 1 and Quarter 3. This is an opportunity to speak with your child's teacher about your child's progress at school.

## Emergency Days

In the event that school needs to be closed, AST will announce the closure via parent email, parent LINE group and the AST website.

AST will close for any emergency days for which the Taichung Government officially closes Taichung City Schools.

## Communicating with Teachers & Staff

We strongly encourage parents to communicate directly with teachers any time during working hours via official channels (email, Alma etc) if they have questions, concerns, or suggestions related to the classroom. Teachers' and staff contact information is available in Alma.

Please keep in mind that staff can address only those questions and concerns related to their area of work. If they cannot help directly, they will listen to concerns and relay information to the appropriate person.

Parents and students need to address any concerns directly to the teacher first before approaching the Principal or Head of School.

## Student Expectations Regarding Grades and Assessments

All gradebooks will be updated every two weeks to reflect the current achievement levels.

Due dates for major assessments should be communicated at least two weeks in advance.

## GOOGLE Classroom

All students are expected to have an active GMail account and know their password. Passwords should not be shared with other students.

## Health Policy

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It is important to remember that students who are sick need to stay home, both to help them get better and to prevent them from infecting others. Your child should stay home if he or she has any of these symptoms:

- Seems very tired and needs bed rest (this is common with flu symptoms)
- Has vomiting or diarrhea
- Becomes short of breath or is wheezing
- Has a cough that disrupts normal activity
- Has distracting pain from earache, headache, sore throat or recent injury
- Has yellow or green drainage from eye(s)
- Breaks out in a rash; now all rashes require that a child stay home, from school. Check with your child's doctor.
- A fever above 37.5 C
- Has a contagious disease such as chickenpox, flu, strep, "pinkeye" or COVID-19.

## Supplements, Inhalers and EpiPens

If your child is taking supplements, or uses an inhaler or EpiPen, please notify the teachers via email in advance.

## Illness at School

If your child is feeling unwell at school, he/she may rest in the nurse's office for a short period before being asked to return to class. Parents may be contacted to pick up their child if he/she exhibits the symptoms above.

### **Taking a Sick Day**

If your child is taking a sick day off, please contact the registrar immediately. You can contact the registrar by phone at 04-22397532 ext. 29 or email: registrar@ast.tc.edu.tw

## **Medication Request Form**

If your child brings medicine to school, please complete this form and send it along with the medication to the homeroom teacher or school nurse. The nurse can assist and watch your child take the medicine. Please note that teachers and teacher assistants are not authorized to administer any form of medication and students are not allowed to administer their own medication.

AST will not administer any medication to your child without this form completed and signed by the parents.

## **[Medical Information Form](#)**

All families should fill out the AST Emergency Medical Form which is located on the AST Website - Community - Forms for each child that attends AST. This form only needs to be completed once, unless something changes.

## **Outside food and drink**

Food or drink are not allowed to be delivered to campus without the permission of the Secondary Principal.

## **Child Protection Policy**

AST has adopted a Child Protection Policy in line with international standards to protect students. This policy is posted on the AST website. There is a referral form for suspicions or concerns on the website as well.

[☰ AST Child Services Policies- Draft 23-24](#)

[☰ AST Child Services Policies- Final Copy](#)