SECONDARY

Parent-Student Handbook

Updated August, 2025

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

AST Educational Philosophy

1. *We focus on the student as a whole person.*

   AST is dedicated to educating the whole person academically, socially, artistically, emotionally, and physically. We work 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. *We are committed to facilitating the growth and development of 21st century skills for all students.*

   This is represented in our School Wide Learner Outcomes (SLOs). Students will be able to: think critically and creatively, effectively communicate and collaborate, utilize and apply technology and problem solve.

3. *We involve 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. *We use 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. *We place 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. *We utilize 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. *We teach in an inclusive 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:

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

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

As part of our commitment to academic excellence and student development, participation in extracurricular athletics and activities is a privilege contingent upon academic standing. This policy outlines eligibility expectations and procedures for all students participating in school-sponsored extracurricular programs.

1**. Academic Eligibility Requirements**
- Students must be currently passing all classes in order to be eligible for participation in any extracurricular activities, including sports, clubs, and school-sponsored trips or performances. Passing is a 60% or higher in High School and a (2) or Progressing in Middle School.

2. **Attendance Eligibility Requirements**
- Students may have no more than 5 unexcused tardies per quarter.
- Students may have no more than 2 unexcused absences per quarter.
- Students exceeding these limits will be ineligible for participation

3. **Local/Domestic Events**
- For all local and domestic events, student eligibility will be based on the grades recorded in ALMA up to 48 hours (or two school days) prior to the scheduled activity or competition.
- Students who are not passing all classes at that checkpoint will be ineligible to participate.
- Exceptions may be reviewed on a case-by-case basis by either the Secondary Principal, Secondary Assistant Principal and or Activities Coordinator.

4. **International Travel**
- For foreign travel, students must meet all academic eligibility requirements prior to the deadline for flight booking. This cut-off date will be determined by the person in charge of organizing or sponsoring the trip/activity.
- Once travel bookings (e.g., flights and accommodations) are finalized, the student is considered committed to the trip.
- If a student's grades fall below the passing threshold after the booking, they must:
  - Sign an Academic Commitment Agreement confirming their intent to raise grades to passing before the departure date.
  - Participate in mandatory study hours during the trip, which may include missing scheduled group activities.

5**. Final Decision-Making Authority**
- Final decisions regarding participation in all extracurricular activities rest jointly with the Activities Coordinator and the Secondary Administration Team (for both Middle and High School divisions).

6. **Communication Protocol**
- Activities Coordinator and the Secondary Assistant Principal should help maintain the academic monitoring for eligibility documents.
- Coaches are responsible for communicating with students if they are in danger of not participating based on their standing with the academic eligibility requirements.
- Under no circumstances should students directly approach teachers to request grade changes or solicit intervention for eligibility purposes.

- Administration reserves the right to continue further investigation into eligibility requirements if extenuating circumstances exist (teachers with outdated gradebooks, classroom teachers out sick for a long period of time, etc.)

7. **Student Activity Agreement**
- All students participating in extracurricular activities must sign a document agreeing to the terms and conditions of this policy.

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 (i.e. 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): Work completed as a classroom aide will qualify for 15 hours of community service 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. Students are to submit a community service form with a reflection. No credit is given for CAs. Teachers and counselors have discretion on who can fill the role of CA.

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.

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 internationally 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

Secondary Schedule (Monday-Thursday)

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

Friday

Time	Block
8:00-8:20	Advisory
8:20-8:25	Passing Time
8:25-9:05	A Block
9:05-9:10	Passing
9:10-9:50	B Block
9:50-10:00	Morning Break
10:00-10:40	C Block
10:45-10:50	Passing Time
10:50-11:30	D Block
11:30-12:20	Lunch
12:20-12:25	Passing Time
12:25-1:05	E Block
1:05-1:10	Passing Time
1:10-1:50	F Block
1:50-2:00	Afternoon Break
2:00-2:40	G Block
2:40-2:45	Passing Time
2:45-3:30	H Block

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 eligibility requirements for AP classes may include previous academic performance in pre-requisite courses, PSAT scores, schedule availability and enrollment numbers.
- AST encourages students to attempt the International Diploma as well as the AP Scholar Award
- Students must take the AP test for the AP course they are enrolled in at AST.

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 Divisional Principal and 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.

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

Core Values Matrix

At AST our behavior expectations are defined through our core values of Integrity, Courage, Compassion and Contribution. Please see our core values matrix that outlines what it means to demonstrate our values in the classroom, in the gym, at an assembly, with guest speakers, during presentations, in the cafeteria, in the hallways, during transitions, on the bus and while at off-campus activities.

	Integrity Act ethically and responsibly. Stand up for what you believe	**Courage** Accept challenges, take risks, and preserve through adversity.	**Compassion** Be mindful, empathetic, and helpful.	**Contribution** Collaborate and lead to serve our communities and planet.
Classroom	• Be prepared with materials • Complete assignments • Be honest • Be on time • Academic honesty • Clean up • Try your best	• Ask questions • Accept feedback • Share ideas and opinions • Try something new • Be original	• Be polite • Be respectful • Be kind • Care about other • Be encouraging • Respect opinions • Wait your turn	• Volunteer • Engage • Be accountable in a group • Be collaborative • Respectfully communicate • Use resources wisely
Gym	• Clean up and set-up • Use equipment appropriately • Take turns • Show good sportsmanship • Follow rules and directions • Act safely • respect personal boundaries	• Try your best • Try something new • Ask questions • Push your limits and comfort zones	• Offer help • Be humble • Share knowledge • Encourage others • Cheer for all players	• Volunteer • Engage • Demonstrate Eagle Pride • Be a positive spectator

	Integrity	Courage	Compassion	Contribution
Assembly/ Speakers	• Be quiet when others are speaking • Whole body listening • Be positive • Hold each other accountable • Technology away • Participate • Show appreciation (applaud)	• Ask and answer questions • Be proud of yourself and others when recognized • Take risks	• Be supportive • Be genuine • Include others • Greet others • Invite people to sit with you • Celebrate success	• Volunteer • Help clean-up or set-up • Be on-time • Enter and exit respectfully
Cafeteria	• Clean up • Inside voices • Kind and positive words	• Invite others to your table • Try new food • Stand up for those being excluded • Speak up for others • Communicate your needs	• Line up • Be respectful to faculty working in cafe • Help others • Help younger students clean up	• Clean up • Put waste in correct places • Wash dishes if needed • Recycle properly • Push in your chair • Bring your utensils
Hallway	• Inside voice • Walk with purpose • Be mindful of younger peers • Respect personal boundaries • Use appropriate pathway • Have a calm body	• Stand up to misbehavior • Report misbehavior to adults • Encourage others to follow rules • Use inclusive language	• Offer help • Greet others • Hold the door • Mindful of classes in session • Use your hands to open door	• Keep space clean and tidy • Close door when AC is running • Line up together quickly and quietly

	Integrity	Courage	Compassion	Contribution
Bus	• Stay seated • Wear seatbelt • Quiet voices • Follow instructions • Use positive and polite language • Be honest	• Sit with someone new • Help hold others accountable	• Use inclusive language • Help younger students when needed • Offer your seat to others in need (i.e. feeling unwell)	• Be tidy • Eat outside the bus • Be on time • Be cooperative
Off-Campus Activity	• listen to the guide • follow instructions • respect local laws and customs • dress appropriately • stay with your group • demonstrate good sportsmanship	• advocate for others • try something new • be an upstander • ask for help • hang out with someone from the other team • stay with your group	• help others in need • letting elderly go ahead of you • make others feel included • respect differences • quiet in hotel rooms • use manners • cheer for you opponent	• clean up • volunteer • bring your own water bottle • participate

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

Language Learning Philosophy

At AST we believe:
● Multilingualism is a resource for learning.
● All languages and cultures should be celebrated.
● Students learn best in a safe, inclusive environment that values linguistic and cultural diversity.
● Educational techniques such as scaffolding, translanguaging, and differentiation provide language learners with equitable and flexible opportunities to be successful.
● Every teacher is a language teacher.

The language of instruction is English. We encourage students to use English throughout their school day to strengthen their English proficiency.

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; spamming, and other antisocial behaviors.
   b. Using profanity, obscenity, hate speech, 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.

Cell Phone Policy - Expectations & Protocols

Phones in Class: Students will be required to place their phone in a designated space (cell phone cubby) when they enter class. Phones should not be out unless the teacher has given permission for educational use. This may apply for digital media and courses that require a cell phone but only in that class, during that class period.

Consequences for Misuse
- **First Offense:** If a phone is out without permission, the teacher will collect it and return it to the student by the end of the class.
- **Second Offense:** If it happens again, the teacher will take the phone to the office, and the student will be able to pick it up at the end of the day.
- **Further Offenses**: If this continues, additional consequences will follow, including a parent meeting.

Confiscation policy may include airpods, bluetooth devices, smart watches, and other electronics if they are not authorized for educational purposes

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.

AI Policy

At AST, we encourage students to explore AI responsibly to enhance their education, while maintaining academic integrity and ethical standards.

Appropriate Use of AI
- **Learning Support**: Using AI to explain difficult concepts, summarize readings, or practice skills.
- **Brainstorming & Creativity**: Generating ideas for writing, projects, or presentations.
- **Organization & Planning**: Creating study schedules, to-do lists, or reminders.
- **Language Assistance**: Translating text or improving grammar and clarity in writing.
- **Coding & Technical Help**: Getting help with programming or troubleshooting technical issues.

The use of AI in individual classroom settings might vary depending on content and teacher discretion. Always cite AI assistance when used in assignments.

Inappropriate Use of AI
- **Cheating or Plagiarism**: Submitting AI-generated work as your own without proper citation.
- **Bypassing Learning**: Using AI to complete assignments without engaging in the learning process.
- **Inappropriate Content**: Generating or sharing harmful, offensive, or misleading material.
- **Impersonation or Deception**: Using AI to mimic others or create false information.
- **Violating Privacy**: Inputting personal or sensitive information into AI tools.

Consequences may result in:
- Re-doing assignments with teacher supervision
- Loss of privileges to use school devices or platforms
- Parent/guardian notification
- Disciplinary action per the Academic Integrity Policy

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 pink-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.***

Behavior support matrix

	Level 1 *Low-Level Disruption*	*Level 2* *Significant Offense*	*Level 3* *Serious Infringement*
Examples	● Academic dishonesty (initial) ● Poor representation of the school ● Disrupting others in class ● Inappropriate behavior ● Pattern of not following teacher instructions ● Swearing or inappropriate language	● Academic dishonesty-second offense. ● Skipping class. ● Aggressive behavior / frequent horseplay. ● Bullying. Repeated or patterned versions of low-level disruptions. ● Repeated or significant poor	Any offenses of a potentially criminal nature ● Alcohol/Drug / tobacco related offense. ● Use of technology to hurt, offend or shame. ● Destruction of property. ● Theft. ● Harassment. ● Assault.

	- Ongoing tardiness - Inappropriate technology use - Inappropriate clothing in class. - Other similar behavior	representation of school. - Repeated or significant inappropriate technology use. - Repeated unexcused absences. - Repeated classroom disruptions. - Similar other incidents.	Severe or egregious versions of other offenses. - Repeated/severe academic dishonesty. - Serious or repeated poor representation of school. - Serious or repeated aggressive behavior. - Repeated occurrences of skipping class. - Similar other serious incidents.
Addressed by	Teacher	Assistant Principal	Principal/Head of School
Communication and Documentation	- Teacher & Student One-on-One Conversation - Email or phone call to parent - Teacher or employee documents in Alma	- Teacher reports incident to Principal - Email, phone call or meeting with parents - Teacher or employee documents in Alma	- Teacher reports incident to Principal who informs the Head of School - Meeting with parents - Teacher or employee documents in Alma
Possible Consequences/ Reparations	- Apology - Reflection - Classroom Detention	- Written Reflection - Detention - School Service - In-School Suspension	- Written Reflection - Out-of-School Suspension - Removal of Student Government or other privileges - Expulsion
Possible Follow Up	Teacher monitors behavior	- Referral to Counselor - Behavior Contract - Increased monitoring of behavior	- Referral for outside counseling - Behavior contract

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

General Policies & Procedures

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) no later than 8:15 in the morning if your child will be absent from school.
- If a student 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. The 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 designated space 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

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 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.

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. Conferences are held after the end of the 1st and 3rd Quarters.

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 allow up to 48 hours for a teacher to respond to your email.

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

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 during school hours.

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.