



SECONDARY

Parent-Student Handbook

Updated August, 2026

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 Toddle 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.
- **Late work** will not be academically penalized, instead they will be treated as a behavior and may be assigned an appropriate consequence.
- **Reassessments** provide students with the opportunity to demonstrate growth and master essential course standards after receiving targeted feedback and support. Each summative assessment is eligible for **one (1)** reassessment opportunity.
 - **Middle School (Grades 6–8):** Students who score below **Achieving** on a summative assessment are eligible to reassess.
 - **High School (Grades 9–12):** Students who receive a score of **90% or lower** on a summative assessment are eligible to reassess.

The higher score of the two attempts will be recorded in the gradebook.

To make reassessments meaningful and manageable, students must follow this timeline:

1. **Submit Request:** The student must email their teacher requesting a reassessment by the **next class period** after receiving their initial graded work.
2. **Complete Preparation:** Before reassessing, the student must complete required practice, review activities, or attend extra support sessions assigned by the teacher to address learning gaps.
3. **Complete the Reassessment:** The reassessment must be completed within **2 weeks** of receiving the original grade.

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

Monday		
Block	Start	End
Assembly	8:00 AM	8:30 AM
A	8:35 AM	10:00 AM
B	10:05 AM	11:30 AM
Lunch	11:30 AM	12:25 AM
C	12:30 AM	1:55 PM
D	2:05 PM	3:30 PM

Wednesday		
Block	Start	End
A	8:00 AM	9:25 AM
B	9:30 AM	10:55 AM
Advisory	11:00 AM	11:30 AM
Lunch	11:30 AM	12:25 PM
C	12:30 PM	1:55 PM
D	2:05 PM	3:30 PM

Tue/Thur		
Block	Start	End
E	8:00 AM	9:25 AM
F	9:30 AM	10:55 AM
WIN	11:00 AM	11:30 AM
Lunch	11:30 AM	12:25 PM
G	12:30 PM	1:55 PM
H	2:05 PM	3:30 PM

Friday		
Block	Start	End
A	8:00 AM	8:50 AM
B	8:55 AM	9:40 AM
C	9:45 AM	10:30 AM
D	10:35 AM	11:20 AM
Lunch	11:25 AM	12:10 PM
E	12:15 PM	1:00 PM
F	1:05 PM	1:50 PM
G	1:55 PM	2:40 PM
H	2:45 PM	3:30 PM

* Note: On Mondays 8:00-8:30 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 - Off & Away for the Day

At AST, our "Off and Away" cell phone policy is not about taking technology away from students; it is about **protecting the learning environment so that our students can focus, connect face-to-face, and be fully present in their education.**

Adolescence is a critical window for developing sustained attention, self-regulation, and healthy interpersonal relationships. Research and our own educational experience show that constant notifications interrupt this growth. Time away from screens gives students the space to build focus, independence, and genuine, offline friendships.

Furthermore, this policy aligns with and extends **Taiwan's Ministry of Education regulations regarding personal electronic devices in schools.** By establishing clear boundaries, we aim to:

- **Promote Academic Focus:** Minimize classroom distractions and multi-tasking.
- **Protect Academic Integrity:** Reduce opportunities for unauthorized assistance or cheating.
- **Foster Social Connection:** Encourage positive, real-world social interaction during lunch and breaks.
- **Support Student Well-Being:** Decrease screen fatigue and online anxiety during the school day.

Core Rule: "Off and Away"

Rule at a Glance: Cell phones and personal communication devices must be **powered OFF** (or silenced) and **out of sight** from **8:00 AM to 3:30 PM** across all campus areas.

Student Guidelines:

- **Where to Store:** Phones must remain in backpacks, lockers, or designated classroom holding spots throughout the entire school day—including class time, passing periods, break, and lunch.
- **Instructional Exceptions:** Devices may only be used inside a classroom if a teacher explicitly authorizes them for a specific educational task. Once the activity concludes, devices must immediately return to "Off and Away".
- **Personal Responsibility:** Students are responsible for the security of their personal items. The school is not liable for lost, stolen, or damaged electronic devices brought to campus.

Progressive Discipline Framework

If a student uses a device without explicit teacher permission or fails to keep it "Off and Away," staff will issue a reminder and direct the student to surrender the device. Devices confiscated by staff are held securely in a locked drawer in the **Dean of Students Office**.

Non-compliance or repeated infractions will be addressed through the following progressive steps:

Violation Level	Consequence	Collection & Next Steps
1st Offense	Confiscation	Student may collect their phone from the Secondary Office at the end of the school day.

2nd Offense	Confiscation & Parent Notice	Phone must be picked up in person by a parent or guardian .
3rd Offense	5-Day Daily Check-In	Student must turn in their phone to the Dean of Students office every morning by 8:00 AM for 5 consecutive school days . Phone is retrieved at 3:30 PM.
4th Offense +	Parent Conference & Restriction	Mandatory meeting with the family, Dean of Students, and Secondary Principal. The student may lose the privilege of bringing a phone to campus.

> **Note:** Refusing to surrender a device when asked by a teacher or administrator constitutes direct defiance and will result in immediate escalation to the Dean of Students.

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 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.

Behavior support matrix

	Level 1 <i>Low-Level Disruption</i>	Level 2 <i>Significant Offense</i>	Level 3 <i>Serious Infringement</i>
<i>Examples</i>	-Classroom disruptions: talking out of turn, Excessive movement, Rowdy play -Tardiness -Disregarding teacher instructions -Swearing or inappropriate language -Technology misuse -Academic dishonesty	Any Level 1 behaviors that have become chronic in nature -Willful disobedience that disrupts the learning environment -Aggressive and overly physical behavior -Abusive language -Incidents involving guest teachers -Exclusion	Any T2 behaviors that have become chronic and/or severe in nature -Fighting (beyond roughhousing or horseplay) -Alcohol or other controlled substance consumption while on school property or at school function/activity -Recording and/or distributing on-campus misbehavior -Weapons -Violence towards peers or staff -Theft -Vandalism -Harassment, Intimidation, Bullying (online and in-person)
<i>Addressed by</i>	Teacher	Dean of Students	Principal/Head of School
<i>Communication and Documentation</i>	-Teacher & Student -One-on-One Conversation -Email or phone call to parent -Teacher or employee documents in Toddle	-Teacher reports incident to Principal -Email, phone call or meeting with parents -Teacher or employee documents in Toddle	-Teacher reports incident to Principal who informs the Head of School -Meeting with parents -Teacher or employee documents in Toddle
<i>Possible Consequences/ Reparations</i>	-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
<i>Possible Follow Up</i>	-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

Regular attendance is essential to student learning, engagement, and overall success at AST. Students are expected to attend all scheduled classes and activities. Families and the school share responsibility for ensuring consistent attendance.

Reporting Absences

- Parents/guardians must notify the school registrar (registrar@ast.tc.edu.tw) by 8:15 AM on the day of absence.
- If a student becomes ill during the school day, they must report to the school nurse (or registrar if unavailable).

Types of Excused Absences

In alignment with Taiwanese regulations, absences are categorized as:

- Official Leave (school-related activities)
- Sick Leave
- Personal Leave
- Bereavement Leave
- Other legally recognized leave (examples: passport paperwork, etc.)

All absences must be submitted and approved according to school procedures. Unapproved absences will be recorded as truancy.

Documentation Requirements

- **1–3 days:** email to registrar to notify of absence (registrar@ast.tc.edu.tw). Include students name, grade and reason for absence.
- **More than 3 days**
 - Sick Leave: Doctor's note required
 - Personal Leave: Planned Absence form
 - Official Leave (school trips): Parent signed permission slip
- The school reserves the right to request documentation for any absence if concerns arise

Planned Absences

- Absences of 3 or more days require submission of a Planned Absence Form at least 3 school days in advance
- Approval must be granted by the school administration
- Students are responsible for communicating with teachers and completing missed work

Make-Up Work

- Students will be given one school day per day of absence to complete missed work
- Teachers may adjust timelines based on course needs

Attendance Expectations and Academic Impact

- Students are expected to attend all classes regularly and on time

- Excessive absences may result in academic intervention, support plans, or adjusted learning measures, up to and including the loss of academic credit.

Progressive Discipline for Tardiness

Tardies are calculated on a per-quarter basis to support growth while ensuring accountability. Unexcused tardies accumulate across all class periods and trigger the following administrative steps:

Level	Tardies per quarter	Action & Consequence
Step 1	3 Tardies	Official Warning: Written notification sent to the student and documented, parent/guardian notified via email.
Step 2	5 Tardies	Lunch Detention: Supervised lunch detention assigned. Student completes an attendance reflection. Parent notified by Dean of Students.
Step 3	7 Tardies	Parent & Dean Meeting: Mandatory conference between the student, parents, and the Dean of Students. Student is placed on an Attendance & Behavior Contract.
Step 4	9+ Tardies	Administrative Intervention: Referral to the Student Support Team, potential loss of extracurricular/athletics privileges, and possible In-School Suspension (ISS).

Disciplinary Measures and Attendance Accountability

Unexcused absences (truancy) will be addressed progressively:

Note: A full school day is defined as 4 full class periods

Tier 1: Early Concern (4 days)

- Parent notification
- Student reflection and meeting with teacher or advisor

Tier 2: Repeated Concerns (7 days)

- Administrative meeting with student
- Parent conference
- Attendance contract or improvement plan

Tier 3: Chronic Absenteeism / Truancy (5 days or more)

- Referral to Student Support team
- Loss of privileges (activities, events, etc.): Occurs at 5 unexcused absences per quarter, in accordance with the Athletics and Activities Eligibility Policy.
- Mandatory support interventions or counseling

Legal Thresholds (Taiwan Compliance)

In accordance with Taiwanese law:

- If total absences (excused and unexcused) reach 50% of total class hours, or
- If cumulative truancy reaches 42 hours,

The case will be reviewed by the school's Student Support Team, and adaptive counseling and educational measures will be implemented.

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.

Toddle

AST uses Toddle as our Student Information System. AST will support students and parents in creating Toddle accounts. Toddle can be used to view course information, assignments and grades, and to contact teachers. Parents and students are encouraged to monitor Toddle 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, Toddle etc) if they have questions, concerns, or suggestions related to the classroom. Teachers' and staff contact information is available in Toddle. 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.