



Taiwan Adventist International School  
2010-2011 Student Handbook



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# GENERAL INFORMATION

## INTRODUCTION

The purpose of this handbook is to set forth the objectives of Taiwan Adventist International School (TAIS). This is a guide to school policy as well as a source of information regarding school standards and other aspects of school life. The information provided will answer most of the questions you have relative to the operation of TAIS. If you have further questions, please call the school.

TAIS is owned and operated by the Seventh-day Adventist church

### The School address is:

**Taiwan Adventist International School**  
No. 39 Chunwen Lane  
Yuchih, Nantou County, 555, Taiwan

**Tel:** +886-49289-9778  
**Fax:** +886-49289-8349  
**Website:** www.tais.tw

Founded in 1872, the North American branch of the Seventh-day Adventist education network is the

### THE MISSION

**The Mission of TAIS is to empower and motivate its students to develop wisdom, live healthfully, care for others, and know God.**

### ADVENTIST EDUCATIONAL PHILOSOPHY

The Seventh-day Adventist church operates a worldwide system of over 6,800 educational facilities from preschool through university levels in over 100 countries.

The Adventist education program is predicated on a belief in the uniqueness and worth of each student and the importance of the systematic development of the whole person. Students are educated to accept the concept of service as a principle of life, to be sensitive to the needs of

second largest private education network in the United States with over 1,100 schools in all 50 states. Each year over 450,000 students pass through its schools.

## ACADEMIC PROGRAMS

TAIS offers several academic programs:

### American High School Credit Program

Students enrolled in the standard American high school curriculum program earn American-certified credits towards either a Basic High School Diploma or a College Preparatory High School Diploma issued through Washington, DC – based Griggs International Academy.

Students enrolled in the non American-credit programs focus on studying English as a Second Language and work towards moving into the American credit program.

## PHILOSOPHY & OBJECTIVES

people, and to become contributing members in the home and society.

In order that its young people may become well-rounded individuals prepared for service in this and the future life, Adventist educational facilities place special emphasis on the training of all the facets of one's character as it trains the physical, mental, social and spiritual capabilities of young men and women.

### INTELLECTUAL OBJECTIVES

- ❖ Develop skills including the ability to speak clearly, read efficiently, and write effectively.
- ❖ Encourage students to develop the ability to think independently and creatively and to accept responsibility for their academic progress.

- ❖ Provide students with a working knowledge of Christian beliefs.
- ❖ Offer opportunities for creativity and an appreciation of the arts.

### **SOCIAL OBJECTIVES**

- ❖ Develop a personal concern and an appreciation for the intrinsic value of each individual.
- ❖ Encourage students to affirm one another and show respect for the rights of others.
- ❖ Provide opportunities for students to understand and demonstrate appreciation for all people and cultures without prejudice.
- ❖ Develop Christian social graces in dress, language, and behavior that promote Christ-like humility.
- ❖ Develop acceptable social behavior for interpersonal and societal relationships.
- ❖ Provide opportunities for the student to accept civic responsibility and understand the American system of government, including environmental responsibility and maintenance of peace.

## **ADMISSIONS**

### **ADMISSIONS AND DISMISSAL POLICY**

Adventist schools are open to youth, regardless of religion, race, color or national origin, who enrolls with a sincere purpose to develop mentally, spiritually and physically and who willingly support the principles of conduct upon which Christian education is based.

It should be understood that every student who presents himself for admission to TAIS thereby pledges to observe all its regulations and to uphold the moral principles upon which the school is operated, and to perform all assigned school duties to the best of his/her ability. To break this pledge may forfeit the student's right to attend, and if retained in school, it is only at the discretion of the faculty and of the school board.

- ❖ Create and reinforce an environment of inclusion where all students are regarded as equal contributors.

### **PHYSICAL OBJECTIVES**

- ❖ Encourage students to develop good health habits in diet, sleep, exercise and self-discipline.
- ❖ Encourage students to adopt a temperate lifestyle and lead by example.
- ❖ Present facts and issues concerning health and disease with particular emphasis on health maintenance.
- ❖ Demonstrate the value of lifetime fitness.

### **SPIRITUAL OBJECTIVES**

- ❖ Provide a Christ-centered education for all students.
- ❖ Introduce students to the ideals, beliefs, principles, and values of Biblical scripture.
- ❖ Provide an environment supportive of spiritual growth.
- ❖ Promote a personal relationship with Jesus Christ.

TAIS seeks to serve those who have a sincere desire to better their lives and to explore moral and social concepts and life styles. Parents and students are expected to support and uphold school standards.

Adventist schools do not knowingly admit students who violate its moral principles and the laws of the land. A student is liable to serious discipline or immediate dismissal from the school if he deviates from the citizenship standards as outlined in the discipline section of this handbook.

### **ACADEMIC PLACEMENT**

TAIS administers both entrance and qualifying tests. In addition, it reserves the right to set additional academic and behavioral benchmarks as deemed advisable. The results of such tests will be used in determining placement in a study program most suited for the student's long-term development.

## ADMISSION OF NEW STUDENTS

New students must make formal application to enter the TAIS program by completing the appropriate application form. The admissions committee will review the applications and the students will be notified of their acceptance in writing. New applicants may be placed on probation. Admission is based on the following satisfactory criteria:

### Acceptance Criteria

- ❖ Passing of in-house English competency tests
- ❖ Verification of completion of 6<sup>th</sup> grade from the former school with a minimum of a 2.5 GPA (75%)
- ❖ Transcripts from former or current school
- ❖ Completion of two recommendation forms.
- ❖ Financial clearance by admissions department.
- ❖ Submission of current health records.
- ❖ Signing of TAIS Student Handbook's Parent and Student Agreement indicating compliance with behavioral standards

Students will be placed in either the American curriculum high school, or the High School Prep (ESL) programs based on their English competency test scores and their previous schools' GPA.

Students with cumulative GPA below 2.5 may be accepted on a case-by-case basis with the understanding that they must improve their GPA in order to be recommended to US-based high schools and universities.

TAIS reserves the right to assign students to the level deemed most suited to their English needs. It also reserves the right to either promote or demote students based on their academic performance once they have enrolled.

## REGISTRATION

Registration begins one week before and closes two weeks after the formal start of each semester. Registration includes:

- ❖ Signing up for classes and extra-curricular activities
- ❖ Receiving assignments for locker
- ❖ Receiving and registering their textbooks
- ❖ Meeting with counselors
- ❖ Receiving a dorm room assignment
- ❖ Attending orientation

Registration is completed when all fees are paid and permanent registration blanks are approved.

## PRE-REGISTRATION

Students intending to return the next academic year will be encouraged to pre-register in May of each school year. Students who pre-register will receive discounts on annual registration fee and have right of first selection for classes, extra-curricular activities and other assignments.

## TRANSFERS

TAIS has case by case transfer acceptance policy. TAIS student council will meet; and review the student's application to transfer.

### Transferring In:

Students requesting transfer into the TAIS system will be evaluated with the same standards as students applying at the beginning of a school year. Transfer students can be accepted into an American high school class for the first half of the beginning term of each semester (4 ½ weeks) provided they:

- ❖ Pay full tuition for the semester
- ❖ Make up all homework and project assignments
- ❖ Take make-up tests for missed classes
- ❖ Understand they will need to take the mid-term and finals
- ❖ Understand they will receive a course grade based on their actual performance during the time they were in class

Students can join an ESL class at any time. They will be charged only for the portion of time they actually are in the program. Applications while school is in session must go through an application committee.

## **Transferring Out:**

Students may transfer out for one of three reasons:

- ❖ **Voluntary transfer:** Students can transfer to another school at any time by making a formal request to the program coordinator.
- ❖ **Academic Transfer:** students who perform below TAIS minimum standards will be asked to transfer to a less-demanding school
- ❖ **Behavioral Transfer:** A student whose behavior is deemed inappropriate for TAIS will be asked to transfer to a school more in line with his/her behavioral standards

## **SCHOOL SERVICES**

### **ACCIDENT INSURANCE**

A student accident insurance policy is carried by the school on each student and is included in the registration fee. The school will fill out the appropriate information on the insurance form. Parents are responsible to see that the form is completed by the appropriate personnel and filed with both school and personal insurance companies. A copy of the policy is available in the school office.

### **EMERGENCY CLOSING**

TAIS will follow the Nantou Department of Education guidelines for senior high school emergency school closings due to inclement weather. Closings will also be posted on the school website.

### **HOME & SCHOOL**

All parents of TAIS students are members of the Home and School Association. This organization can play an integral part in making the connection between home and school. This organization operates under the direction of volunteer personnel. Parents are invited to assist as well as support and participate in the program should they so desire.

- ❖ **Medical:** A student's whose medical or psychological conditions go beyond the ability of TAIS to give the special care required for that student.

If the transfer is made during the middle of a term it may result in loss of credit and/or a lower course grade.

If the student is requesting a transfer to another Adventist Education school, TAIS can facilitate a system internal-transfer, allowing for a smooth transition between schools.



### **LOCKERS**

Hall lockers are available for student use. The lockers are property of the school. Students may not put stickers or write on or in them. TAIS also reserves the right to inspect any locker without prior notice when deemed necessary. The school will not be liable for any items lost, stolen, or damaged. Students are encouraged to keep their personal belongings and school materials locked for protection. Locker keys are provided at registration. Losing the key or damaging the locker will result in the loss of the key deposit paid at registration.

### **OFFICE HOURS**

The TAIS office will be open weekdays from 7:30 A.M. to 5:30 P.M. except on Friday, when the office will close at 1:00 p.m. Appointments after these hours can be arranged by calling the office at (04) 2899778.

### **TELEPHONE CALLS**

Students are not allowed to bring their mobile phones to school but must register each phone with the dormitory dean. Dorm students are not allowed to have their cell phones during school time. If a teacher or staff sees a phone in the school building, they will confiscate that phone, and turn it over to the dormitory dean. For first offense, the phone will be returned at the end of

the day. If the student continues such behavior, the school will keep the phone for longer periods of time.



## GENERAL GUIDELINES

### ARRIVAL AND DEPARTURE TIMES

All dormitory students need to arrive on campus no later than 7:30PM from their weekend leaves. Students are still expected to have a study hall so that they will have enough time to prepare for the week of classes. On weekend leaves, students are allowed to leave campus as soon as they have completed the requirements of assembly and from their dormitory dean.

### CITIZENSHIP STANDARDS

TAIS supports and maintains the ideals of Seventh-day Adventists in matters of morals, dress, and conduct. The standards for conduct are intended to improve the student's standing in society, elevate their character, ennoble their minds, and increase their happiness.

The following guidelines govern the entire curricular and extracurricular program of the school. These guidelines are simple and straightforward, but are not meant to be all-inclusive. It should be the student's purpose to abide by the regulations of TAIS as a matter of *honor* and *respect*.

- ❖ Respect is to be shown at all times to God as our Creator and Redeemer and to teachers, staff, volunteers, and fellow students.
- ❖ The laws of the Republic of China government are to be respected and obeyed.
- ❖ Considerable emphasis is placed on intangibles such as **attitude, spirit, cooperation, and positive contribution** to the spiritual, social and academic atmosphere of TAIS.
- ❖ To develop a strong moral character, TAIS will not permit dishonesty, theft, foul language, or other misconduct at school or school related functions.

- ❖ Each student is to behave in a courteous and cooperative manner at all times. Any behavior that could result in physical harm to another will not be tolerated at TAIS. The standard of good conduct is expected at school and at all school-sponsored functions.
- ❖ All students are expected to meet their scheduled appointments and should never be in an unsupervised area. (See the attendance policy in this handbook)
- ❖ All items that are brought to school should be in harmony with Christian values and standards. Inappropriate items such as, but not limited to, offensive printed materials are not allowed and will be confiscated.
- ❖ The school is not responsible for personal possessions. Students are advised to keep their lockers locked and not bring valuable possessions to school or take them on school outings.
- ❖ Hand-held electronic games, radios, walkmans, iPods/MP3 players, etc. are not permitted. If these items are visible or in use in the classroom they will be confiscated. Confiscated electronics may be picked up from the office after 2:00 P.M. on the third day following the offense. Repeat offenses may incur more serious penalties.
- ❖ Cell phones and pagers are to be turned off while in class, assembly, study hall, detention and using the library. They must be out of sight, and if they ring, buzz, or otherwise disturb a class, they will be confiscated. Confiscated phones may be picked up from the school office after 2:00 P.M. on the third day following the offense. Repeat offenses may incur fines or other school discipline.
- ❖ When accidental damage to school property occurs and is reported immediately there will be no penalty other than restitution. Willful damage or destruction of school property will call for restitution and additional discipline.

- ❖ Expression of love and affection is a sacred, personal matter, and it is considered in very poor taste if displayed publicly. There is a time and place for everything, and the public display of affection on campus is considered out of place.
- ❖ Inappropriate sexual behavior or language will not be tolerated.
- ❖ Possession of weapons, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted and may result in suspension.
- ❖ The use, possession, or distribution of tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled dangerous substances by TAIS students is prohibited and is cause for immediate suspension and possible expulsion. Suspected students will be asked to take a drug test.
- ❖ Since TAIS is an American high school, it is expected that all students will speak English at all times while on campus or attending school activities. Students disregarding this policy may be required to attend after-school detention.
- ❖ Students must realize the existence of additional classroom rules and will be held accountable for the individual rules as outlined by the teacher in addition to those outlined in this policy.

### **COMMUNICABLE DISEASE**

Parents are asked to notify the school office for communicable illnesses and conditions including but not limited to chicken pox, SARS, encephalitis, mononucleosis, measles, mumps, meningitis and other like diseases, which may present potentially serious health problems for those who come in contact with the disease and/or disease carrier.

### **COUNSELING SERVICE**

It is the mission of the TAIS Counseling Department to care for the emotional, social, academic, and spiritual well-being of TAIS students while preparing them for college application, entrance and success.

Students at TAIS have daily access to a school counselor who can provide personal counseling, academic advisement and accountability, guidance in choosing high schools and colleges overseas, and preparation for college and careers, including SAT and TOEFL registration and preparation and college application. Special interest is given to students transferring to sister high schools in the United States. Testing is available for career interests, aptitudes, and personality types. Students may be referred out for more involved testing of academic achievement, learning differences, ADD, or assessment for mental health conditions, medication, and any other psychological or academic needs that the TAIS counselor is unable to provide. Students and parents may request services from the school counselor on their own or they may be referred by the faculty and staff of TAIS.

Services to the general student body may include seminars and group sessions on topics such as study skills, organizational skills, communication skills, anger management, and dealing with depression, anxiety or other mental health issues. Services to parents may include workshops on college preparation, communication, behavior management, as well as question and answer sessions to address parent needs and promote parent awareness. Services to faculty and staff include professional seminars on identifying and reporting abuse and other mental health issues, coordination of school response to specific students' needs, as well as cultural adjustment support, resources, and referrals for faculty and staff from overseas.

### **INTERNET USAGE**

TAIS provides its students with computers linked to the world-wide-web through high-speed ADSL connection. This connection to the internet is designed as a learning tool by which teachers and students can access global educational resources to supplement the library and their in-class learning.

It is the policy of TAIS that all technology used to access the internet be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of the network and e-mail privileges of the user.

Individual users -student and adult- are responsible for their use of the network. The internet and the technology used to access and utilize its resources are for educational use only.

**A responsible network user will:**

- ❖ Use language that is considered appropriate
- ❖ Be polite
- ❖ Send information that other users will not find offensive
- ❖ Conform with copyright laws and always give credit to the author of the material used
- ❖ Refrain from tampering with the system or altering, deleting or destroying anyone's files or data
- ❖ Use the system for any illegal or commercial activity

**A responsible network user must understand:**

- ❖ Use of the network and e-mail is a PRIVILEGE and not a RIGHT
- ❖ The TAIS network is to be used only for educational purposes
- ❖ Any material downloaded on a terminal is not guaranteed to be private
- ❖ It is important to log off the computer at the end of each session so another user cannot use your password or account information
- ❖ Identifying photos of students with their first or last names may not be posted on a website or distributed over the internet
- ❖ Violation of this policy will result in possible loss of internet privileges and/or disciplinary action
- ❖ Persons issued an account are responsible for its use at all times
- ❖ Never reveal personal information about any user, such as address, telephone number, credit card numbers, national identity number, etc.

**MULTI-CULTURAL EDUCATION POLICY**

Even though TAIS is located in Taiwan, its cultural policy will reflect that of the United States-based Adventist Education Network (North America). It is the policy of Adventist Education Network of North America to utilize the resources of curriculum, instruction, teacher

in-service, counseling, and guidance to reflect the racial, ethnic, linguistic, and cultural heritage of both historical and modern-day America by observing the following objectives:

- ❖ Select materials and methods that will eliminate bias and stereotype.
- ❖ Encourage all students to grow in self-esteem and to understand their academic and human potential.
- ❖ Guard against the grouping of students that reflects racial, ethnic, linguistic, or cultural bias.

**PARENT COMMUNICATION**

Open communication and cooperative, supportive relationships will create the most positive and effective climate for learning. Parents are encouraged to establish open lines of communication with teachers. It is best to do this early in the school year rather than waiting until there is some concern or a problem that needs to be resolved. Parents are welcome to visit in the classrooms. We have two requests of parents:

- ❖ Please do not expect to have a conversation with a teacher during the school day when the teachers are responsible for caring for their classes.
- ❖ Please call in advance and make arrangements to visit the classroom or make an appointment to talk with the teacher.

If a difficult situation arises, please talk directly to the person involved. If it is a classroom situation, it would be necessary for parents and teachers to talk together first. The principal will be available to help open lines of communication, clear up misunderstanding, and help to resolve problems.

The principal will assist in facilitating positive direct communication by listening, giving advice, or sitting down with all the concerned parties in the hope of discovering a win-win agreement.

Every effort should be made to solve problems at the lowest possible level in a kind and direct manner. Problems are not as effectively solved and solutions not found as quickly and easily when perceived problems are circulated before

serious attempts are made to discover a mutually satisfying solution. Student's observations should be considered and respected. However, teachers and parents should not assume they have all the relevant information for a decision until they all talk together.

## **VISITORS TO THE SCHOOL**

Parents and school board members are welcome to visit the school at any time. A phone call to the school a day ahead of time would be advisable. All visitors must check in at the office when they arrive at the school during school hours. Visitors must sign in and out of the logbook, and receive and wear a pass.

Teachers are not available to visit with parents during school hours. If a parent needs to visit with the teacher, he/she should schedule time outside of school hours so teachers can concentrate on their students and classes. When possible, please make appointments to meet with the principal, vice principal or program director.

## **PERSONAL APPEARANCE STANDARDS**

Participating in a school function is an important experience demanding an atmosphere and spirit of thoughtfulness and respect that begins with how an individual prepares his or her personal appearance at the beginning of the day. This means the clothes they wear, the way they style their hair, accessories they choose, and makeup they apply. Students are to comply with both the letter and the intent of the following appearance standards at all school functions on or off campus, and may be asked to leave school or the particular activity until they comply:

## **SCHOOL UNIFORM POLICY**

TAIS's School Uniform Policy has been developed to minimize distractions to academic achievement and improve our ability to create an orderly learning environment.

There is solid evidence showing that there are fewer discipline problems, referrals, and higher attendance rates, as well as, an increase in

academic achievement with the implementation of a uniform policy.

TAIS's goal is neither to dictate fashion nor limit individual freedom of expression. Our goal is to establish a school climate that focuses on motivating our students to develop wisdom, live healthfully, care for others and to know God.

Students are expected to follow the TAIS uniform schedule at all times unless announced otherwise by the administration. It is the responsibility of the parents/guardians to cooperate with the school faculty and administration in enforcing the uniform policy.

### **Uniform Schedule:**

- ❖ Monday/Wednesday: Dress
- ❖ Tuesday/Thursday: TAIS Polo Shirts
- ❖ Friday: Casual
- ❖ Saturday Church: Dress

### **Description each day:**

**Dress Days:** Students must wear their entire dress uniform, including dress shirt, tie, and uniform pants for boys and skirt or uniform pants for the girls. Boy must tuck their shirts in and use a black belt. All students will wear the uniform jacket or sweater during cooler months. Black dress shoes must be worn on dress days.

**Polo Days:** TAIS students are to wear the TAIS provided polo shirt with the student's choice of pants, shorts, or skirts. Pants or jeans must be in good condition and well kept. TAIS holds the right to disallow any item of clothing if they are not appropriate for school wear. Shorts and skirts must reach below the mid-thigh area. Students must wear the TAIS provided polo shirt.

All clothing worn on the TAC campus must be appropriate and conservative. Students are not allowed to show large amounts of skin, have shirts with lettering or graphics that are offensive or non-Christian in subject. Shorts and pants must not be torn, or have graphics or lettering. TAIS holds the right to disallow clothing that is seen as not appropriate.

Jewelry is not allowed to any of the school functions. If a student insists on wearing jewelry, those items will be taken from that student.

**Enforcement will be as follows:**

- ❖ 1st uniform policy infraction- student will be sent back to the dorm to change
- ❖ 2nd uniform policy infraction will spend 2 class periods in detention.
- ❖ 3<sup>rd</sup> uniform policy infraction: student will spend 4 hours in the campus community service program.
- ❖ If problem continues, student may face suspension and the parent will need to meet with school administration

**STUDENT LEADERSHIP  
QUALIFICATIONS**

Many organizations function on campus with student leadership and faculty sponsorship. Students are encouraged to become involved in these organizations and broaden their experiences.

Students must have and maintain a current monthly GPA of 3.0 or above and must be in good and regular standing to hold student association and/or class offices.

**MUSIC PERFORMANCE POLICY**

The following are music performance guidelines for talent shows.

1. Each participant is encouraged to choose songs sung in the English language
2. Avoid songs with inappropriate sexual language or implication including songs that require or promote sexually driven dances
3. Avoid Heavy Rock, Hip Hop, or Pop songs with loud beats (Loud instruments and drums are considered unnecessary. Classic instruments such as wind, string, or even membrane derived are appropriate within certain sensibilities but not within excesses).
4. Choose music with lyrics that:
  - ❖ Inspires people to be better
  - ❖ Encourages people who are sad or lonely with a positive message

- ❖ Talks about problems but provides a positive solution
- ❖ Focuses on pure love, not from a sexual point of view
- ❖ Teaches a lesson about true friendship
- ❖ Promotes an attitude of unselfish love for others
- ❖ Helps people see how beautiful life is or can be
- ❖ Conveys a positive message
- ❖ Sets a good example for others to follow
- ❖ Respects the moral values of our Christian school (as reflected in the Ten Commandments: Exodus 20)

**DISCIPLINE**

It is our goal at TAIS to run a quality school program where discipline is not an issue. To that end, our behavior goals are based on the following beliefs:

- ❖ We believe that learning increases when there is good behavior.
- ❖ We believe that no student has a right to interfere with another student's learning.
- ❖ We believe that every student can behave well.
- ❖ We believe that our success is measured by how well we teach students to be self-managers.
- ❖ We believe that our standards for behavior should be those taught in the Bible. Jesus emphasized that we "should love one another," and that we should even "love our enemies." Our behavior should be gracious, kind, patient, and respectful.
- ❖ We believe that when students misbehave, they should be given a chance to "fix" the effects of their misbehavior.

The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the school standards are listed below. Understand that the teacher reserves the right to modify the application of each step as his/her creativity and the character of the student indicates.

All teachers and staff members of TAIS are part of the discipline team. Respect must be shown to them at all times. Teachers have the right to use their judgment on issues of classroom management.

## **SUSPENSION**

Suspension is not being allowed to attend school for a limited number of school days. Students can automatically be suspended for infractions regarding safety, disrespect and non-compliance. Suspensions can be as short as one school day or as long as 10 school days. The principal can suspend a student after consultation with the program director and teacher(s) involved. The following are examples that could result in suspension.

- ❖ Disrupting school or classroom activities
- ❖ Tampering with school records
- ❖ Leaving school without permission or cutting classes excessively
- ❖ Sexually harassing another person
- ❖ Threatening another person with bodily harm
- ❖ Possessing a controlled substance
- ❖ Damaging private or school property (or threatening to do so)

NOTE: It is the student's responsibility to determine what work will be missed due to his or her suspension. Work that is not turned in on schedule will be subject to each teacher's regular late work policy.

## **EXPULSION**

Expulsion is not being allowed to attend school for a minimum of three months to a maximum of

## **DUE PROCESS**

Most serious disciplinary actions are carried through the Student Council, which consists of the principal, vice principal and other staff members appointed by the administration. A student may request to have a teacher or staff member of his/her choice added to the committee in the event

one school year. The principal can recommend a student be expelled only for the most extreme infractions. The following are examples that could result in expulsion:

- ❖ Possessing a firearm
- ❖ Using a dangerous weapon or object for no reasonable use in a threatening manner
- ❖ Assault and battery on school staff resulting in physical injury
- ❖ Sexual assault
- ❖ Stealing private or school property
- ❖ Selling or distributing a controlled substance
- ❖ Conviction of a felony

## **APPEAL OF SUSPENSION OR EXPULSION**

If a student and the parent/guardian disagree with the suspension or expulsion, they may appeal the decision to the TAIS Student Council.

## **ACADEMIC DISHONESTY**

Academic dishonesty can take many forms, including, but not limited to, copying assignments, conferring with other students, stealing assessment answers, taking answers into an assessment, plagiarism, and other forms of falsification. Academic dishonesty will result in a range of consequences from loss of credit for the specific assignment to withdraw failing grade in the class. Students are encouraged to work together when studying or working on projects, but must be careful in actually copying each other's work. The student that allows another student to copy their answers are just as liable as the student that does the copying. Both are subject to punishment.

he/she becomes involved in some incident requiring disciplinary action. A student may, upon request, state his/her cause in person before the committee. This courtesy is also extended to parents of a student undergoing disciplinary action.

## SEARCH AND SEIZURE POLICY

TAIS administration and faculty are authorized to conduct search and seizure proceedings. Dormitory rooms, school lockers, student book bags, and personal belongings are subject to these

### HALLWAY

- ❖ You must have teacher approval to be in the hallway during class time.
- ❖ Walk in the hallway.
- ❖ Talk in a low tone of voice. Remember that other programs than TAIS have classes in Daniels Hall. Students need to be mindful of their class times.
- ❖ Eating and drinking are not permitted the school buildings.
- ❖ Keep your belongings off the floor and in your lockers. Items left on the floor or on top of lockers at the end of the day may be removed and thrown away. Please do not leave your belongings on the school benches.

### STUDENT RECREATIONAL AREA

- ❖ Students will respect the school property and all persons on the student recreational area.
- ❖ All equipment will be used safely and for its intended purpose.
- ❖ The gymnasium should only be used during PE class, recreation, official school events.
- ❖ Any recreational item borrowed by a student must be returned by that student. If sports item is broken or lost, the student that signed that item out will be held liable, and may be required to replace it.

## ATTENDANCE

### ATTENDANCE PHILOSOPHY

Students can only benefit and learn when they are in class. In order for the TAIS staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the

procedures. If necessary, school security personnel and/or local law enforcement might be called to provide assistance to school administration.

## BEHAVIORAL EXPECTATIONS

most vital points is that of student attendance. We cannot teach a student who is not present.

### ATTENDANCE GUIDELINES

- ❖ All attendance records are permanent and are recorded on a student's transcript
- ❖ Attendance records are per grading period (one term) and are not cumulative
- ❖ An absence count will start upon a student's first registered day in a term.
- ❖ If a student is 15 or more minutes late for a class, he/she will be marked absent. The student is still expected to attend class.
- ❖ The school does not have to help a student make up work due to unexcused absence.
- ❖ An absence from any class will result in the student sitting in an after school detention as scheduled by the school.
- ❖ Attendance will be taken for all off campus activities.
- ❖ Any student with 12 unexcused absences for the semester will receive a grade of "NC" ("No Credit") if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F".
- ❖ If a student misses more than 1/3 of all classes for any reason, excused or unexcused, during a grading period he/she will receive "NC" for all classes in that term.

### EXCUSED AND UNEXCUSED ABSENCES

When a student is absent from school they must obtain an excuse form from the office, fill it out, obtain the correct signatures, and return it to the office within 3 days of the absence. The same

form is used when an absence needs to be arranged in advance.

Students will be given the opportunity to make up work for excused absences. Excused absences may include:

- ❖ An illness or injury that prevents the student from attending school. The illness or injury must be verified by a health care provider in writing
- ❖ A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- ❖ Court appearances
- ❖ Medical or psychological tests during the school day. The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- ❖ Religious holy days
- ❖ Other extraordinary situations approved by the school Administrative Council.

**IMPORTANT:** some parents think that any absence will be excused as long as the parent sends a note. **This is not true.**

Following are examples of unexcused absences – even when the parent sends a note:

- ❖ Repetitive and chronic absence due to illness or injury. In these cases, the parent must submit a letter from a health care provider verifying that the student was too sick or injured to go to school.
- ❖ Cutting classes
- ❖ Family vacation
- ❖ Overseas trip
- ❖ Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.

### **DETENTION AND PUNISHMENTS FOR ABSENCE POLICY**

Students must serve one after school detention for every unexcused absence they accrue. Students who have a continued attendance problem will take part in the on campus community service program. The program includes volunteer work in

the cafeteria or school grounds upkeep. These are in addition to other consequences outlined for class absences.

### **College Visit Policy**

Seniors are granted college visits with the understanding that:

- ❖ trips are encouraged to be scheduled over school holidays;
- ❖ proposals must be submitted justifying the plans for days being absent
- ❖ plans must be outlined prior to departure for making up the missed academic work;
- ❖ college acceptance letters are to be provided; 'verification of college visits' letter from the institutions visited must be provided upon return.

When the criteria have been met the school will record 'SA' for school activity for the days absent.

### **Perfect Attendance:**

Students who have no absences or tardies, other than administratively excused, for a nine week grading period will be eligible for an award. Students who have less than one excused absence will be awarded a lesser prize. The prizes will vary, depending on the number of students receiving that award each term.

### **The Perfect Week:**

To avoid some of the punishments of poor attendance, students may earn back credits by having a perfect week. The student is the one responsible for informing the office of their perfect week. The perfect week is defined as a Monday-Monday time period. For each perfect week, the student will earn up to 2 absences to be moved from unexcused, to excused. Those absences will still be counted in the overall number of classes missed by that student. If the absences reach higher than 15% of the total classes for that semester, the student is not eligible for credit.

### **Attendance Information:**

Students need not wait until the end of the quarter to discover their attendance. Attendance is

updated daily by the teachers and is assessable at the principal's office.

### **ESL PROGRAM**

TAIS operates an English as a Second Language program for students who aim to study American high school-level courses but initially do not have the requisite English language skills.

Students applying to TAIS will be given a series of English competency evaluation tests covering grammar, writing, reading comprehension and vocabulary. Students who meet the minimum US high school English standard will be accepted into the TAIS American high school program.

Students who test in at a lower English level will be placed in the ESL or Pre- Open High English program.

TAIS's ESL program focuses on improving the English level of its students so they can be promoted to the regular US high school program (Open High).

The ESL program is divided into two levels: ESL and Pre Open High.

Students are placed in these levels based on testing scores

### **Changes in Level Placement**

Students in the ESL program take two series of tests during a semester; one at mid-term (a trial test), and one at the end of the semester. Placement is based on language proficiency and academic performance. Students must have a GPA of 2.00 or higher to be considered for advancement. A student's attendance record and his citizenship grade will also be taken into account to make a decision. No student will be moved into a higher level except at the beginning of a new semester.

### **Description of ESL Levels**

ESL students will take six ESL classes per semester: Communications, Grammar, Reading, Writing, Content Area (History, Geography,

## **ACADEMICS**

Technology, or Science), Religion, Cultures. Besides these subjects, ESL students will also take Physical Education/Music, Chinese, and Math class, will be their only credit classes they will be able to take.

Pre-Open High students will take four ESL classes with no high school credit: Cultures, Communication, and Grammar, and Religion. Pre-Open High students will also take Chinese and Physical Education/Music, Math, and they will be able to take two or three subjects of their choice (Algebra I or II, Geometry, Earth Science, MS Office, Photoshop, etc), all of which will be credit classes.

### **TESTS AND OTHER ASSESSMENTS OF LEARNING**

Throughout the school year, teachers test, or assess, students on what they have learned and what they can do. Assessment includes tests, oral and written reports and standardized assessment tests.

In addition, all high school Juniors (11<sup>th</sup> grade) will be encouraged to take the PSAT during their first semester and the SAT during their second semester.

### **GRADE POINT AVERAGE**

A grade point average (GPA) is an accumulated average of a student's grades. It is based on all A, B, C, D, and F grades recorded on a student's transcript. A student's grade point average is calculated by dividing all quality points by total letter grade credits earned (A, B, C, D, F). This is

Level	Vocab.	Reading	Writing	Grammar
<b>Open High</b>	65	17	40	35
<b>Pre-OH</b>	50	14	30	25
<b>ESL</b>	40	8	20	15

based on the value of A represented by 4 quality points, B represented by 3 quality points, C

represented by 2 quality points, D represented by 1 quality point and F represented by 0.

### **INCOMPLETE AND OTHER GRADES**

A grade of I (Incomplete) is given for work by a student that is incomplete for a given class. A teacher will enter a default grade that the student will receive if incomplete work is not made up by the end of the next term, or summer following spring semester.

A grade of NC (No Credit) is given for classes that a student is enrolled in but has not participated enough in to receive credit.

A grade of AU (Audit) is given for classes a student voluntarily participates for no credit.

### **GRADING SYSTEM**

The grading system used is: A-Excellent; B-Above Average; C-Average; D-Below Average; F-Failure; I-Incomplete work, AU-audit.

Percentile	Alphabet	GPA
94- 100 %	A	4.00
90- 93 %	A -	3.67
88- 89 %	B +	3.33
83- 87 %	B	3.00
80- 82 %	B -	2.67
78- 79 %	C +	2.33
73- 77 %	C	2.00
70- 72 %	C -	1.67
68- 69 %	D +	1.33
63- 67 %	D	1.00
60- 62 %	D -	0.67
0- 59 %	F	0

### **CLASS ADD/DROP POLICY**

Students may submit and ADD/DROP request form on time within the established two week ADD/DROP timeframe at the beginning of the semester with no penalty for course changes. A second ADD/DROP change request within the established two weeks can be submitted by paying a 1,500NT fee.

Schedule changes initiated by TAIS will NOT count against those allowed by students.

Students enrolling later than the 1st day of class must make changes within the established 2 week policy.

### **RECOMMENDATIONS FOR TRANSFERS POLICY**

Recommendation forms and letters will only be given after a student has completed a full semester at TAIS. A basic report of student attendance and academic progress will be given for students applying for transfer before a full semester has been completed.

### **COURSE AUDIT POLICY**

Students may audit a class at TAIS by meeting the following criteria:

Must fill out an Audit Request Form

- ❖ Must have at least 1 Study Hall and Lunch in a 10 class period day (no study hall can be allowed for 9 class periods per day schedules).
- ❖ Must recognize that audits are on a 'space available' basis.
- ❖ Must follow the attendance and behavior policy as required for any other class.
- ❖ Must sign and have parents sign a statement of understanding that an audited class receives no credit towards graduation.
- ❖ Must understand that audit requests will only be granted after the beginning of the semester ADD/DROP deadline.
- ❖ Must understand that assignments are not required and it is up to the individual discretion if TEST TAKING is permissible.

### **Records of Audits:**

- ❖ Audited Courses attendance will count towards the student attendance grade.
- ❖ A 'successful' audit will receive a course title listing and an AU grade on the TAIS generated course record.
- ❖ An 'unsuccessful' course audit will receive no record on the transcript.

### **INDEPENDENT STUDY POLICY**

Students may only take independent study courses by approval of the administration. Independent study courses that exceed the educationally acceptable limit of classes taken per semester (7 plus 1 study hall) will require a course overload request. All independent study courses will be charged a tuition fee as they require professional supervision and are outside the agreement of TAIS providing traditional classroom instruction. This policy does not include independent study courses taken due to the school initiating the process due to administrative purposes.

### **COURSE OVERLOAD POLICY**

Students are required to have a lunch period and a study hall built into their academic day. Eliminating the study hall to take an extra class is considered a course overload. Course overloads must be requested and will only be granted by administrative AND parent approval. A student's needs and academic, attendance, and citizenship record will be taken into consideration by the administration when making the decision for the overload.

### **ACADEMIC PROBATION**

Academics and learning are one of the major purposes for TAIS. Grades are a direct reflection of a student's progress. When a student is struggling academically, the school has a responsibility to help that student refocus his/her attention. Academic probation is designed to help the student prioritize his/her time. Students will be placed on academic probation at the end of each term when he/she: receives even one F in a class.

The following actions will be taken when a student is placed on academic probation:

- ❖ The school will call a parent/student/teacher conference to discuss alternatives, including possible need for personalized tutorial help at additional cost. The student will remain on academic probation until he/she receives a term grade above the limit for academic probation.
- ❖ The student will not be eligible to participate in school-sponsored extra-curricular activities for the remainder of the semester
- ❖ He/she will be required to stay after school one class period for each D or F grade.

### **CRITICAL PROBATION TERMS FOR ATTENDANCE, CITIZENSHIP, GRADES**

During Critical Probation a student will only be allowed to stay in school on a week-by-week basis. At the end of each week, the school administration will make the decision if they will be allowed to return the following week. The decision will be based on the following:

- ❖ All homework assignments are turned in on time.
- ❖ The student maintained a C average (75%) on all assignments and tests.
- ❖ The student was present and on time for all classes and appointments.
- ❖ The student maintained a positive and respectful attitude toward staff and school rules.
- ❖ The student met with the guidance counselor at a time mutually scheduled.
- ❖ The student did not exert a negative influence on other students.
- ❖ The parent(s) must attend the parent-teacher conference scheduled at term break should the student reach the point of probation review after nine weeks.

If the Administration receives a negative report on any of these stipulations the student will be expelled from school for the rest of the semester and will receive no credit.

## PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences will be held twice a semester, at the end of the first and second terms. Parents of students receiving a D or F in a class are required to meet with the teacher(s) involved and the Principal. The office will arrange these appointments, in advance. These conferences are crucial for teachers to share any news about student progress and work in class. It is also most helpful for parents to share their perspective to assist the teachers.

## ACADEMIC PROGRESS REPORTS

The academic year consists of two eighteen-week semesters. Mid-term grades are issued two times during each semester. Final grades are issued one week after the end of the semester. Final semester grades are the only grades that appear on the student's permanent record (transcript).

The grades on the mid-term grade report are not recorded in the permanent record nor do they affect the grade point average. Rather, they indicate the current level of academic performance and may guide the student in completing the course requirements

## GRADUATION REQUIREMENTS

TAIS operates as a branch campus of Griggs International Academy (GIA) which is based in Washington D.C., USA. Therefore, students attending TAIS must meet the graduation requirements of GIA in order to receive a diploma. Through GIA, TAIS offers two diplomas whose requirements are listed below.

Department	Basic Diploma	College Preparatory Diploma
English	<ul style="list-style-type: none"> <li>✓ A total of 4 years (8 semesters) is required</li> <li>✓ Must include 2 years (4 semesters) of literature</li> <li>✓ Must include 1 semester of American Literature (this counts as part of the 4 semesters listed above)</li> <li>✓ NOTE - ESL level English classes <i>do not count</i></li> </ul>	
Foreign Language		<ul style="list-style-type: none"> <li>✓ A total of 2 years (4 semesters) of the <i>same</i> language is required</li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>✓ A total of 3 years (6 semesters) required</li> <li>✓ Must include 1 year (2 semesters) of Algebra I</li> </ul>	<ul style="list-style-type: none"> <li>✓ A total of 3 years (6 semesters) required</li> <li>✓ Must include 1 year (2 semesters) of Algebra I</li> <li>✓ Must include 1 year (2 semesters) each of Geometry and Algebra II (or some other higher level math)</li> </ul>
History	<ul style="list-style-type: none"> <li>✓ A total of 3 years (6 semesters) is required</li> <li>✓ Must include 1 year (2 semesters) of American History</li> <li>✓ Must include 1 semester of American Government</li> </ul>	
Science	<ul style="list-style-type: none"> <li>✓ A total of 2 years (4 semesters) is required</li> <li>✓ Must include 1 year (2 semesters) of Biology</li> </ul>	<ul style="list-style-type: none"> <li>✓ A total of 3 years (6 semesters) is required</li> <li>✓ Must include 1 year (2 semesters) of Biology</li> <li>✓ Must include 1 year (2 semesters) of Chemistry <i>or</i> Physics</li> </ul>

Health	✓ A total of 1 semester is required as is one semester of <b>physical education</b> per school year. (3 credits)	
Applied Art	✓ A total of 1 year (2 semesters) is required	
Fine Art	✓ A total of 1 year (2 semesters) is required	
Religion	✓ One course is taken each semester a student is enrolled at TAIS	
Community Service	✓ Complete 30 hours during 2 semesters prior to graduation	
TOTAL	21 Credits	24 Credits

## TAIS CLASS CATALOG

### BUSINESS/TECH

#### **Accounting** (1 Unit)

You will examine basic procedures used by businesses organized as proprietorships, partnerships, and corporations to record, classify, and summarize business transactions in accounting records. You will learn the methods of preparation and the various uses for financial statements in the accounting cycle.

**Topics:** Forms of ownership, assets and liabilities, owners' equity, financial statements, payroll, income tax.

#### **Keyboarding** (1 Unit)

A skill-building course that emphasizes good technique. The student works toward goals that develop speed and accuracy while learning to type letters, reports, tables, and forms. Skills taught in the course are valuable for use in school, office, or home and may be applied to computer keyboarding. An observer who knows how to type is needed for the first six weeks.

**Topics:** Business and personal letters, business forms, tables, reports, applications and résumés, research papers.

#### **Computer Applications for the Office** (1 unit)

**Prerequisite:** Student must have basic keyboarding skills. In this course you will be introduced to the Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, and FrontPage.

**Topics:** Word processing, spreadsheets, presentations, managing desktop information through Outlook, creating Web pages. While you will not be an expert in any area, you will have a foundation in each application. To take this course, students must have access to a computer.

### ENGLISH

#### **Basic English** (1 unit)

Basic English may be used to meet the requirement for 9th grade English by students who can benefit from a good, basic review of the principles of writing effectively and reading with understanding. It is best suited for students who received a C or lower in English (or Language Arts) for the 8th grade.

Students are introduced to the elements of literature and literary forms such as the short story, play, and poem. Students develop language skills by studying sentence structure and style and writing paragraphs and short compositions. The student who takes Basic English for 9th grade should enroll in Intermediate English for 10th grade.

**Topics:** Narration, exposition, description, argumentation, punctuation, usage, spelling, sentence and paragraph structures.

#### **Intermediate English** (1 Unit)

Intermediate English may be used to meet the requirement for 9th grade English by students who have received a B or better in English (or Language Arts) for the 8th grade and who have good, basic writing and reading skills.

Intermediate English may also be used by students who have taken Basic English in 9th grade to meet the requirements for 10th grade English. The student who takes Intermediate English for 9th grade should enroll in English 2 for 10th grade.

**Topics:** Basic elements of writing, literary forms, research report.

### **Advanced English (1 Unit)**

**Prerequisite:** Intermediate English or equivalent. Advanced English may be used to meet the requirement for 10th grade English by students who can benefit from a review of the principles of writing effectively and reading with understanding. Students are introduced to the elements of literature and literary forms such as the short story, essay, play, and poem. Students develop language skills by studying grammar topics, conducting literary analysis, and writing short compositions in different literary genres.

**Topics:** Grammar, literary genres, literary analysis, reading strategies, short compositions.

### **American Literature (1 Unit)**

A study of the leading American authors from colonial days to the present, with attention to the times in which they lived and the changes in literary thought that affected their work. Practice in composition is provided, and the ability to analyze literary works is emphasized.

**Topics:** Puritanism, Deism, the Neoclassical Movement, the Romantic Movement, Realism and Naturalism, Expressionism.

### **English Literature (1 Unit)**

A study of the major English writers in the context of historical time periods.

Composition practice is included, chiefly within the framework of the analysis of literary works.

**Topics:** The Anglo-Saxon, Medieval, and Renaissance eras; Puritan, Cavalier, and metaphysical poetry; the Enlightenment; the Romantic, Victorian, and Modern eras.

### **Structure of Writing (1/2 Unit)**

A thorough study of the fundamentals of grammar and usage provides a basis for sharpening writing skills. Includes numerous short writing assignments.

**Topics:** Vocabulary; spelling; coordination; subordination; simple, compound, and complex sentences; paragraphing.

## **FINE ARTS**

### **Art History (1 Unit)**

This course introduces the student to painting, sculpture, and architecture from ancient times to the twentieth century. Students also learn to develop an eye for technique.

**Topics:** Greek and Roman art, Renaissance painting and sculpture, Baroque and Neoclassical art, Impressionism, Expressionism, Abstract art.

### **Music Appreciation (1 Unit)**

The development of a basic understanding of music and a training for sensitivity in music listening.

## **HEALTH and ECONOMICS**

### **Health (1/2 Unit)**

The student becomes aware of the importance of mental, social, physical, and environmental health. The student explores how choices and behavior affect the components of good health.

**Topics:** Stress, relationships, public health, nutrition, body structure and systems, the human life cycle, substance abuse, diseases and disorders, safety.

### **Foods (1/2 Unit)**

"You are what you eat" is a fact that cannot be dismissed lightly. This timely course provides a basic knowledge of the fundamentals of nutrition and meal planning.

**Topics:** The healthful preparation of food, benefits of a vegetarian diet, managing the

food budget, preparing well-balanced meals, setting an attractive table.

## **SOCIAL STUDIES**

### **Geography (1 Unit)**

As you work through this course, you will be introduced to the terms used to describe both human and physical geography. You will learn about the different countries of the world (their languages, religions, political systems, and economics), as well as landforms such as mountain ranges and major rivers.

**Topics:** North America, Latin America, Europe, Northern Eurasia, Asia, Africa, the Pacific, Antarctica.

### **World History (1 Unit)**

A careful and thought-provoking overview of world history from ancient times to the twentieth century. The student will study the great issues, inventions, figures, and ideas that made the past and shaped the present.

**Topics:** The ancient world, development of major religions, the Renaissance and Reformation, the world wars.

### **American History (1 Unit)**

An in-depth examination of the founding and development of the United States. Students will follow the growth of America from a handful of colonies to one of the world's most powerful nations.

**Topics:** Europeans in North America, the Revolutionary War, Manifest Destiny, the Civil War, the Industrial Revolution, the United States in the twentieth century.

### **American Government (1 Unit)**

A comprehensive survey of the operation of federal, state, county, and city governments. The course examines all aspects of government: statute-making, diplomacy, labor policies, public finance, etc. Emphasis is placed on the work of the government in

promoting the interests of the people and in addressing itself to current topics.

## **MATHEMATICS**

Note: Basic Diploma students may take Pre-Algebra, Algebra 1: Part 1, and Algebra 1: Part 2 to fulfill math requirements. College Prep students must take Algebra 1, Geometry, and Algebra 2 to fulfill math requirements.

### **Pre-Algebra (1 Unit)**

Pre-Algebra is designed to sharpen your arithmetic skills and introduce the abstract concepts that will be used in Algebra 1. A calculator will be used throughout the course.

**Topics:** Number patterns, order of operations, equations, evaluating expressions with variables, formulas, polygons, inequalities, absolute value, exponents, scientific notation, fractions, and more.

### **Consumer Math (1 Unit)**

This course is about money. The student will learn to budget, spend, invest, and make a variety of decisions concerning money, along with learning the skills to evaluate financial information. The student will also learn to use an advanced calculator, taking the drudgery out of math.

**Topics:** Budgeting money, income and property taxes, investing in stocks and bonds, finding interest rates, choosing a credit union or savings account.

### **Algebra 1: (1 Unit)**

A course designed to lead the student through elementary algebra step by step. Students learn the fundamental algebraic operations that are the foundation of all mathematics.

**Prerequisite for Semester 2:** The student must have demonstrated above-average work (B or above) in a first-semester resident course in order to enroll in the second semester only.  
**Topics:** Real numbers, solving equations and problems, polynomials, fractions, functions, systems of linear equations, inequalities,

rational and irrational numbers, quadratic functions.

### **Geometry** (1 Unit)

Prerequisite: Algebra 1.

The student is introduced to the principal concepts of geometry and is prepared for courses in higher mathematics.

**Topics:** Lines, planes, triangles, circles, constructions, measuring solid figures, coordinates, theorems, proofs.

### **Algebra 2** (1 Unit)

Prerequisite: Algebra 1.

This course carries the advanced student further into the field of mathematics as he or she begins to apply skills taught in Algebra 1.

**Topics:** Linear, quadratic, and simultaneous equations; laws of exponents, progression, binomial theorem, logarithms.

## **RELIGION**

### **The Bridge**

Not all young people attend Adventist schools. That's why GIA offers THE BRIDGE, a one-of-a-kind Bible study course created specifically for Adventist students enrolled in public schools. This 20-week, noncredit course addresses the peculiar challenges faced by Christian teens in a decidedly non-Christian educational environment. THE BRIDGE creates a powerful, spiritual link between young minds, their church, and their God.

**Topics:** God and suffering, the Ten Commandments, love, sex, marriage, family, preparing for the workplace.

### **Bible 1** (1 Unit)

The goal of the Crossroad Series is to lead young people to the loving and redeeming God of Scripture. His self-revelation has its focus and fulfillment in the life, death, resurrection, and intercession of Jesus Christ. His substitutionary death on the Cross is the sole basis of Christian assurance. With Christ

as Savior and Lord, each believer is enabled, through the Holy Spirit, to experience a life of worship, growth, and service. Each one is then eager to proclaim and stand ready for His return.

**Topics:** God's Word and your life, God's gifts (creation and salvation), God and the human family, Jesus and His world, His kingdom, His people, the Cross.

### **Bible 2** (1 Unit)

Traces the history of the church from Old Testament times and the early Christian believers to modern times, revealing how God's overall plan and purpose have been carried out in the affairs of nations. This course is part of the Crossroad Series.

**Topics:** Moses and the children of Israel, the Decalogue, the prophets, the early Christian Church, God's remnant church.

### **Bible 3** (1 Unit)

Four nine-week units comprise the religion curriculum for grades 11 -12. Each unit is published separately.

**Daniel and Revelation** Available Online Through these books, God offers you His perspective of the past, reassuring views of the future, and for today, hope and forgiveness that only a loving Creator can provide.

### **Beliefs**

The beliefs of the Seventh-day Adventist Church are introduced and evaluated to see how each leads to a personal relationship with Jesus.

### **Friendships**

This course helps the student to understand the mechanics behind friendships, the test of true love, and self-worth in a relationship.

### **Romans**

Through this unit the student studies the book of Romans and how the gospel is

available to all who believe.

### **Bible 4 (1 Unit)**

Four nine-week units comprise the religion curriculum for grade 12. Each unit is published separately.

### **Hebrews**

A study of the book of Hebrews: discovering its central theme, the author's main concern, and how Jesus is the only solution.

### **Marriage and Family Available Online**

God's design for love and companion-ship in the context of marriage and the family is studied. Practical information such as disciplining children, money management, and divorce are explored.

### **Worldviews and Religion**

This course discusses not only the major world religions, but also worldviews, cults, and alternative religions and the Christian's response to them.

### **Life Philosophy and Moral Issues**

This course leads students to know their life philosophy, introducing students to the key words of philosophy, moral issues, and how a Christian responds to philosophical problems in life.

## **SCIENCES**

### **Physical Science (1 Unit)**

Physical Science is the study of physics and chemistry. It is an introductory science course, one that will introduce you to the topics listed below.

**Topics:** Energy, sound, light, matter, elements, compounds, solutions, chemical reactions.

### **Earth Science (1 Unit)**

An introductory course that surveys the basic physical sciences. Students are introduced to the natural laws that form the building blocks

of all sciences.

**Topics:** Geology, biology, meteorology, oceanography, astronomy, physics, creation vs. evolution.

### **Biology (1 Unit)**

An introductory course that surveys the structure, function, classification, and inter-relationships of living organisms. This course takes a creationist stance but discusses the theory of evolution.

**Topics:** Forms, functions, and groupings of flora and fauna, human physiology, ecology.

### **Chemistry (1 Unit)**

This is an introductory course covering chemical theory and descriptive chemistry, with emphasis on the structure and periodicity of the elements. Concepts are reinforced with numerous simple lab experiments.

**Topics:** Chemical energetics, measurement, structure of atoms, bonding, stoichiometry, gases, ionization, hydrocarbons, oxidation, reduction.

### **Physics (1 Unit)**

An introductory, qualitative course in the physics of motion, properties of matter, electromagnetism, and light. The course progresses in historical sequence from the discoveries of Galileo and Newton through the classical physics of electricity, magnetism, and light to the insights of modern physics and relativity. Emphasis is on explanation rather than calculation. The course will prepare the student for introductory, quantitative (algebra/calculus-based) physics at the college level.

**Topics:** Motion, energy, gases and liquids, atoms, waves and vibrations, sound, electric current, magnetism, light.

## **RECORDS**

### **Cumulative Records**

The cumulative records will be sent to another high school upon written request from a parent or legal guardian. Students who are 18 years of age

and above must sign this written request. Release of records requests will be stored in the temporary file.

### **Permanent Records**

Permanent student records contain the following items: Basic identifying information, academic transcript, college entrance exam scores, attendance record, accident reports and health record, and record of release of permanent record information.

### **Temporary Student Records**

Temporary student records include all information not required to be in the student permanent record, and will include a release of temporary record information.

### **Access to Records and Inspection Rights**

Parents or their designate may access a child's record. A student assumes all rights and privileges accorded to parents upon turning 18. A student has the right to access, inspect, and copy permanent records and access temporary records.

### **Maintenance and Destruction Schedule**

Records will be reviewed on a regular basis or upon a change in a student's attendance, to verify entries and to eliminate or correct all out-of-date, inaccurate, unnecessary, or irrelevant information. Temporary records may not be kept any longer than five months after graduation or withdrawal. They will be destroyed at that time. Permanent records of students will be maintained for no less than six years after student transfer, withdrawal or graduation.

## **TRANSCRIPTS**

Five transcripts of school credit will be issued without charge. An NT\$150. charge will be required for all further transcripts. A transcript will not be issued if the student has an unpaid bill at TAIS.

Transcripts of school credit will be issued without charge. A transcript will not be issued if the student has an unpaid bill.

TAIS's **Honor Roll & Perfect Attendance Roll** was developed to give outstanding students the recognition they deserve. We believe that positive reinforcement inspires good students to strive even harder and attain even more. TAIS applauds the efforts of our outstanding students by displaying their achievements on the Honor Roll and Perfect Attendance Roll.

### **Honor Roll**

Being named to the **Honor Roll** indicates the achievement of high academic standards and citizenship. It also indicates a commitment to high moral and ethical behavior reflective of respect and understanding towards oneself and others.

The Honor Roll is determined at the end of each semester. The following guidelines are used to determine **Honor Roll** eligibility:

- ❖ The student must have a **G.P.A 3.9-4.0** for **High Honors With Distinction**, **3.5-3.89** for **High Honors** (no grade lower than a B) and a 3.3- 3.49 for **Honors** (no grade lower than a C)
- ❖ The student must not have failing grades (F/WF).
- ❖ The student must not have any citizenship grades of C, D or F.

## **LIFE ON THE TAIS CAMPUS CLOSED CAMPUS**

TAIS is a closed campus. Once students arrive at school, they are not to leave campus until school is dismissed at the end of the day. Non-students will only be allowed into the reception area during school hours. Entrance into school premises will only be permitted if escorted by school staff. Parents are requested to call in advance for access to classrooms during school hours.

### **What to bring to TAIS**

This list is far from all inclusive, just examples of items that you should and shouldn't have with you. If you have any questions, please call the TAIS office. Thank you!

- ❖ Notebook Computer (Must register with the dean)
- ❖ Personal hygiene items
- ❖ Anything you need for doing your laundry

- ❖ Swimsuit, swimming cap, swimming goggles
- ❖ School Supplies
  - ❖ Notebooks (One per class)
  - ❖ Pens and pencils
  - ❖ Loose leaf paper
  - ❖ Calculator
  - ❖ Large binder to organize school work
  - ❖ Flash Disk
  - ❖ A watch and a battery powered alarm clock
  - ❖ Any books you'd like to read, nonfiction is best!
  - ❖ Chinese/English dictionary
- ❖ 3-6 Casual pants (Jeans not included)
- ❖ 1 set of formal dress clothes
- ❖ 3-6 Casual or polo shirts (T-Shirts not included)
- ❖ All clothing must be of appropriate lengths and without disrespectful or obscene graphics or words.
- ❖ Sports shoes and at least one set of black dress shoes
- ❖ Bring your own water bottle
- ❖ Chopsticks(or fork and spoon), and eating bowl or plate

### **What not to bring to TAIS**

- ❖ Any drugs not prescribed by your doctor
- ❖ No cooking electronic devices (microwave, hot plate, toaster ovens)
- ❖ Candles, cigarette lighters, incense or other flammable items
- ❖ Anything very valuable, jewelry, large amounts of money, unnecessary electronic devices.
- ❖ Pets: anything animal caged, in an aquarium, or otherwise needs to remain at home.
- ❖ Don't bring too many things from home, try to bring only what you need.
- ❖ Any food item with meat

- ❖ Short skirts or shorts that reach above the mid-thigh area
- ❖ Any clothing that has graphic designs that include adult, occult, heavy music, drug, or other inappropriate theme, graphic, or wording.
- ❖ Two piece swimming suits for girls, Speedos for boys.
- ❖ Earrings or other jewelry
- ❖ Colored contact lenses
- ❖ Any item that is related to the occult, or directly anti-Christian in nature
- ❖ Anything that could be used as a weapon (knife, martial art weapon, BB gun, etc.)
- ❖ Any pornographic materials

### **Discipline**

If any of the prohibited items find their way onto campus, they will be seized immediately and the student may be required to face the student council for possible punishment.

## **CAMPUS POLICIES**

### **ATTIRE**

We recognize that dress is a very personal and individual matter; however, in a collective situation such as at TAIS, some people may have to yield individual tastes in order to honor the policies of the Academy. Please give careful consideration to the dress code and make a decision to cooperate cheerfully before you arrive on campus rather than to be unhappy after you arrive.

### **LEAVING CAMPUS**

Students will not be permitted to leave campus without their parent's permission. Parents are asked to telephone the Dean if a student's return is delayed.

Each student will be given an off-campus permission card, with their student photo on it. To obtain permission to leave campus, the student must first obtain the dean's or an administrator's signature. The student is to present this card to the guard at the front gate, and leave it with him.

The student may collect the card upon returning to campus. Any student seen leaving campus without the proper authorization will be subject to the consequences outlined below.

**Consequences**--any deviation from these procedures will result in a on campus community service and possible suspension or expulsion if the problem continues.

**Sign in/out process:**

Students must sign out with the dormitory dean each time they leave campus and sign back in when they return. Students failing to sign back in results in discipline, and repeated offenses result in heavier consequences. The person taking students off campus must also come to the desk to sign them out.

**Campus leave request:**

Whenever a student plans to leave campus and will miss any required appointments\* or is leaving campus with a student driving, he/she must accurately fill out a campus leave request form (exception—school sponsored trip). This form must be filled out, with all permissions received, no later than Friday noon.

*\*Required appointments include classes, work, dorm chapel, dorm study hall, vespers, church, eventide, overnight, week of prayer meetings, school assembly, etc.*

**Town Trips:**

Town trips are scheduled most Sundays during the school year. A sign-up sheet will be available at the front desk Sunday morning.

**Home leave Transportation:**

Students have three different options for weekend transportation. All students must leave campus on home leave weekends or holidays. The TAA bus must be signed-up in advance at the beginning of each semester.

- ❖ Sign up for the Taiwan Adventist Academy bus that goes to either Taichung or Taipei
- ❖ Use the public transportation system.
- ❖ Parents pick up the students

**Arts Center Use Policy**

- ❖ Loud noises are not allowed within the building
- ❖ While a program or performance is in session, do not go in and out of the performance hall, or walk around the performance hall
- ❖ No food or drink allowed
- ❖ Do not bring umbrellas inside the performance hall or foyer, umbrellas must be left at entrances
- ❖ Candles, fireworks, or any other dangerous items are not allowed
- ❖ Students are not allowed to use or operate the lights, electric devices, or sound system without permission
- ❖ Posters, signs, or stickers, or writing is not allowed on any wall or surface
- ❖ The teacher reserving the Arts Center must be present during the scheduled for supervision of students
- ❖ The Art Center must be reserved a week in advance

**Cafeteria Use Policies**

- ❖ Non-kitchen workers are not allowed in the kitchen portion of the cafeteria or they must pay a 100NT\$ fine
- ❖ Any sign or poster must be tacked to the bulletin board. The windows, doors, or walls are not useable for any announcements
- ❖ Wear proper clothing in the cafeteria
- ❖ Do not bring outside food into the cafeteria, including all meats, dry meat found in instant noodles.
- ❖ Students are to bring their own bowls/trays/plates, chopsticks, and spoon or fork due to Taiwan's new national recycling law.
- ❖ If a guest would like to eat in the cafeteria, please use a meal card that

can be purchased in the TAC accountant office.

### **Cafeteria Hours**

- ❖ **School Weekdays**
  - ❖ Breakfast: 7:00-7:55AM
  - ❖ Lunch: 12:00-12:50PM
  - ❖ Supper: 5:20-6:15PM
- ❖ **Saturday**
  - ❖ Breakfast: 7:30-8:30AM
  - ❖ Lunch: 12:00-12:30PM
  - ❖ Supper: After Sunset
- ❖ **Sunday or Holidays**
  - ❖ Breakfast: 7:00-8:00AM
  - ❖ Lunch: 12:00-12:45PM
  - ❖ Supper: 5:20-6:15PM
- ❖ After eating, please throw leftover food in the correct bin. Also recycle all trash correctly
- ❖ Do not drop gum on the floor or stick it on the table or chairs
- ❖ The cafeteria is not to be used for personal parties
- ❖ Keep the noise levels down
- ❖ Students cannot get extra food for classmates unless they have special permission from the dean

### **Library Use Policy**

- ❖ When entering the library: please wear proper dress, be quiet, don't use cell phones, and keep all areas clean
- ❖ The library use is open to TAC campus teachers, staff, contract workers, and students

### **Operating Hours**

- ❖ **Monday-Thursday** 8:00AM-12:00 Noon, **Afternoon** 1:30-5:30 PM.

- ❖ **Friday:** 8:00-12:00 Noon
- ❖ **Weekend Stay:** Open  
Sunday afternoon 1:30-5:30PM
- ❖ **Monday-Thursday Evening:** 7:00-8:50 PM
- ❖ **Summer & Winter Vacation:** only open in the morning
- ❖ Visitors are free to browse through the library but must check out all materials the wish to borrow from the desk
- ❖ **Borrowing Policies:**
  - ❖ **Faculty:**
    - No limit on how many books
    - Borrow for a month
    - And extend for a total of 2 months
  - ❖ **Students**
    - Borrow only 5 books at one time
    - 2 weeks
    - Can extend another two weeks
- ❖ Magazines can only be borrowed for one day
- ❖ **Return late policy:**
  - ❖ 1 day = 3 NT
  - ❖ If lost, need to pay the replacement of that book or item
  - ❖ End of semester, all books need to be returned before they can leave the school campus
- ❖ Cooperation from other libraries; Books can be borrowed over the

internet, with same policy on borrowing

- ❖ If a book is removed from the library without borrowing correctly. The offender is held liable by the school. If an off campus individual, they will report it to the police
- ❖ DVD's and VCD's can be viewed in the library

### **Audio and video equipment and materials**

- ❖ Only ten people are allowed to use a device at one time, unless used by a teacher
- ❖ All equipment or materials need to be checked out by the librarian
- ❖ Ear phones are provided
- ❖ Equipment can only be used for 2 hours per time
- ❖ Only one audio material or video can be borrowed one at a time
- ❖ If the movie is over 2 hours, borrower can extend the time
- ❖ If a user of audio or video equipment leaves their seat for over 15 minutes, other people will be allowed to use the device
- ❖ Teachers are allowed to use DVD or VCD for 3 days, and are able to extend for another 3 days
- ❖ Students or people from outside can only use audio and video materials inside the library

- ❖ DVDs, CDs, or VCD that have copy rights are not allowed to be copied
- ❖ Before using any equipment, read all instructions, or ask the librarian for assistance.
- ❖ If device broken, the user must pay for repairs or replacement
- ❖ Before using any device, check to see if anything is not working correctly, otherwise the borrower will be held responsible for any repair
- ❖ If a device or material is broken or lost, the item must be replaced as well as a 100NT\$ fine will be added
- ❖ If the device is no longer manufactured, the borrower must pay back 10 times the original cost of that item, if it's a whole set, one item missing, then the whole set must be replaced

### **WEEKEND SERVICES**

Weekend services are required for all students on campus. Unexcused tardies and absences are not tolerated. You are not to go back to the dorm between Sabbath School and Church unless given permission by the Dean. Please take care of all your needs in the restroom and at the drinking fountain before each meeting. Do not get up in the middle of a service unless it is absolutely necessary and is cleared by the Dean. Please remain seated until your row is dismissed after the worship service. Gun, candy, drinks, food, hats, etc. are not to be in the dorm chapel or the sanctuary.

#### **Weekend Schedule**

**Friday**

- ❖ 19:00 –Vespers

**Saturday**

- ❖ 09:00—Sabbath School
- ❖ 10:45—Church
- ❖ 14:30—Afternoon Activity
- ❖ 18:00—Vespers
- ❖ 19:30—Evening Activity

**Sunday**

- ❖ 10:00—Clubs
- ❖ 19:30—Study Hall

**Quiet Time**

This campus has a quiet time from 10 p.m. to 7 a.m. Whether students are in their dorms or on the grounds, all effort must be put into keeping the noise level down.

**Trash**

**Recycling:**

Students are required to know the recycling procedures. All trash must be separated properly and put in the proper bins. Recycling orientation will be provided at the beginning of the year. If students have any questions, they should never hesitate to ask.

**Littering:**

Please do not leave any litter around the grounds or buildings. Make sure all trash is thrown away in the proper trash can or recycle bin.

**Staying in Proper Areas**

If a student wishes to enter other buildings on campus (i.e. not the classroom building or TAIS dormitories), the student must first receive permission from a TAIS staff member

**BICYCLES ON CAMPUS**

All bicycles must be parked in designated areas. Failure to do so will result in seizure of the bicycle, and a fine will be charged to the student before they are allowed to have the bicycle again. All bicycles should be locked up when not in use. Students are asked to not ride on the grass when riding their bicycles around campus.

**Lost and Found**

Any items left in the classrooms for an extended period of time will be taken to the Lost and Found at the TAIS administrative office. Students are encouraged to check it for any items that are missing. Students who leave their textbooks lying

around campus will be charged a **50NT** fine each time their books are brought to lost and found.

**Spiritual Life**

By design and practice, TAIS is a Christian school and has for its definite purpose, the development of spiritual ideals. All students are welcome provided they show due respect for the Bible and maintain a reverent attitude during spiritual activities.

Dormitory students are required to regularly attend dorm worships, vespers, Sabbath school, church services, and other spiritual activities, including counselee period and chapels. Village or community students are required to attend worships and chapels that occur during normal school hours, and are encouraged and invited to attend other religious activities and programs. Involvement in spiritual activities is encouraged of all of our students. A variety of opportunities for involvement are provided, such as:

- ❖ Outreach activities
- ❖ Mission trips – domestic and out of the country
- ❖ Student-led ministry and service projects
- ❖ Leading out in Sabbath services and programming of religious activities

**COMMUNITY SERVICE**

All TAIS seniors must complete 30 hours of community service as a graduation requirement. Many of the TAIS weekend activities are countable in working towards the completion of those hours. Seniors should meet with the TAIS counselor for help in ideas for community service.

**Senior Class Trip**

TAIS seniors are encouraged to organize their own class trip. The funds must be raised by the class, or receive support for their families.

**Student Health**

*Medications*

Each dorm is equipped with a supply of over-the-counter medications for general ailments. Prescriptive and non-prescriptive medications (including vitamins) are not allowed in student rooms and all must be checked in with the dean or Nurse for administration or maintenance. All medications must be labeled in English and not expired. The dorm infirmary accepts donations of over the counter medications and request that if your child uses certain over the counter medications on a regular basis that you kindly provide such medication at registration and throughout the year. The school nurse monitors prescription medications and records. A current school year log is maintained in each dorm for all over-the counter medications administered. Routine prescriptive medications are sent on all school tours. Please advise the school nurse or deans of any changes in medications or conditions that occur after registration. New medications are to be surrendered following school leaves. Prescriptive medications will be sent home on

Please see the dormitory dean's list of dorm policies for all boarding students.

### **Dormitory Rooms**

The student will share their room with 3 other students. Each student has the responsibility of keeping their part of the room clean and in good order. Students failing to keep their area clean will be required to perform extra cleaning around the dormitory.

Students are responsible for taking out their trash from their rooms every day. Please make sure your trash is properly sorted in the recycle bins

If you would like to make a room or roommate change, you first must consult the dean prior to any move. Only after receiving permission will any change take place.

### **Check-in/Checkout Procedures**

Your room has been inspected as to the condition of the room and noted in the Check In/Out form. There is a \$5000NT room deposit. When moving out of the room, each resident is to check out with the Dean. You will need to sign the Check In/Out form. Failure to check out properly will result in fines for checking out without the Dean's approval, for cleaning, painting, packing, and moving belongings left in the room. Additional charges may be added for any

leaves with the student unless otherwise instructed by the parent/guardian. The deans receive regular education and training in the administration of prescriptive and non-prescriptive medication from the school nurse on an ongoing basis.

### ***Medical Conditions***

All medical forms are reviewed at registration. Please inform the school nurse of any changes that may occur throughout the year. All specific medical conditions are reviewed with staff in regards to specific accommodations that may be required. Parents/guardians will be notified immediately of any serious injuries or illnesses that may occur. A school nurse practitioner or local health clinic will be consulted as indicated. All non-emergency health care issues should be taken care of during home leaves.

## **STUDENT DORMITORY**

damage done to the room. Fines will be assessed on a case by case basis.

**Dorm Worship:** Every evening at 21:15, the dormitory dean or assistants will hold a quick dorm worship and meeting to go over any announcements or dormitory information that the students might need to know. All students are required to attend each meeting unless given prior permission from the head dean.

**Evening Study Hall:** Every evening dormitory students are expected to spend quality time each evening (Sunday-Thursday) with their studies. It is imperative that students not only get their homework completed, but to preview and review for each class.

### **Study Hall Times:**

- ❖ 19:30-20:25—Strict Study Hall
- ❖ 20:30-21:10—Informal Study Hall
- ❖ 21:15—Dorm Worship and Meeting

**Strict Study Hall:** During the strict study hall, no student is allowed to use their computers. Students are expected to stay in their rooms with limited bathroom breaks. The dormitory is expected to be silent to provide the best studying environment possible.

**Informal Study Hall:** During the informal study hall, students are allowed to study together if needed. Students who have been given a **computer need card** by their teacher for that evening, will be allowed computer use for school work purposes only.

**Personal Technology Devices:** Cell Phones, computers, or any other personal electronic device must be registered with the dormitory dean. Each evening these items must be returned to the dean's office for safe keeping. If a student has a second computer or cell phone, they are required to register that device when they bring it to school. Failure to do will result in seizure of that item for a period of at least one week. Reoccurrence of this problem will result in permanent seizure of that device.

**Theft:** Please keep all of your personal items in order; TAIS will not be responsible for items left around campus. If a student finds that an item has been stolen, please notify the dormitory dean immediately. Any TAIS student that is caught stealing will be dealt with strictly. Replacement of the item will be required along with additional community service at the cafeteria. Continued theft infractions may result in suspension and then expulsion.

**Dorm Bulletin board:** The dean must approve all material that is placed on the dorm bulletin boards. Also, please do not remove anything from the boards.

**Room Decorations:** All decorations that promote values and ideas that are contrary to SDA beliefs are not allowed. Posters, snapshots or pictures of men/women unclothed or partially clothed are not allowed. Also R-rated movie posters, posters with beer or cigarette ads, or posters of rock groups are not allowed. No pictures cut out of magazines are allowed. Students will be asked to remove the decorations. If the dean sees it again, it will be confiscated. Please use poster putty for hanging posters and other items – please do not use tape or stickers.

**Furniture:** Dormitory furniture is not to be removed from your room. Lobby furniture is also not to be removed from the lobbies for any reason. Please make every attempt to keep your

furniture in good condition. Remember you will be charged for any other act that damages the furniture or walls.

**Dormitory Guests:** Guests (mothers and fathers excluded) are not allowed in the resident's rooms at any time **without a dean's permission**. Parents, please be sensitive to the privacy of dorm residents when visiting your son or daughter. Students are not to visit the dorm of the opposite sex unless both deans have approved it. Offenders are subject to suspension.

**Sleep-Overs:** On weekends, students can have TAIS friends stay in their rooms for a night. The dean must give permission before the sleep over night.

**Keys:** There is a NT\$100 room/key deposit paid through the Business Office. Your deposit will be returned to you when the year is over, your key has been returned, and your room has passed inspection. (Note: no copies are to be made and only originals will be accepted.) If you lose your key, there will be a NT\$150 rekeying fee, which the student must pay prior to receiving the new key.

**Room Checks:** The dean or assistant dean will perform random room checks at any time.

**Selling or Soliciting:** These activities are prohibited. Exceptions are made through the dean.

**Sick List Procedures:** An illness should be reported to the dean by 7:00 a.m. If a student becomes ill during the course of the day, he/she is to contact the dean immediately. If the dean is not available, contact the TAIS office immediately. If a student is placed on sick list, he or she must remain in his/her dorm room for the rest of the day, is not allowed any visitors, and will not be permitted to attend recreation and other evening activities. A sick tray will be provided at mealtimes, as ordered by the dean. Absences will not be excused for students on sick list who leave their rooms (except for the restroom and shower), or have visitors.

**Laundry Services:** Washers and dryers are provided for residence hall use at a cost of \$30NT per load (both washer & dryer). Please keep a supply of quarters, as the deans may not have change available. We do ask that you do

your part in keeping the machines/dryers in good working order and that you pick up after yourself when using the laundry room. Report any problems with the machines to the appropriate dean as soon as possible. Please do not leave your laundry unattended. Also, please remove your laundry from the machines promptly. Unclaimed laundry will be removed from the laundry room every Friday afternoon and donated to Community Services.

## **FINANCES**

### **STUDENT ACCOUNTS**

Every successful school must operate on a sound business basis. Prompt care of financial responsibility is not only appreciated, but also necessary if the school is to remain in operation. Before a student is enrolled in the school, a parent or guardian must accept financial responsibility for the student by signing an agreement stating that the account will be paid by the designated timetable.

Accounts must be kept current. Any account, which becomes 30 days overdue, will necessitate the withdrawal of the student from TAIS. Any student fee may be paid by cash, check or wire transfer. No transcripts will be provided to students or other schools for those who have outstanding balances. In addition, term-end report cards to other schools will not be issued for students whose accounts are outstanding. Registration fees are outside of the term charge structure and will be due at registration. Miscellaneous charges such as additional ESL classes and library fines are considered cash and carry only.

### **FAMILY MULTIPLE STUDENT TUITION DISCOUNT**

Families with multiple students attending TAIS are eligible for a discount. The oldest student pays full tuition; each additional family member will receive discounts on tuition.

**Food:** Any food in a student's room should be kept in a sealed container at all times so as not to attract insects or rodents. **Flesh foods are not to be brought onto campus or into the dorms.** If found these items will be disposed of immediately. Students are not to bring food or drinks into the dorm for the purpose of selling them.

### **LATE PAYMENT PENALTY**

All accounts not paid by the first week of the term will be assessed a NT\$1,500.00/per student late fee. Accounts 10 days in arrears will receive a reminder statement. Any account becoming 30 days overdue will necessitate the withdrawal of the student from TAIS.

### **SCHOOL TEXTBOOKS**

Books will be issued for all courses by paying an NT\$15,000.00 deposit. If all books from Open High classes are returned without damage, and these are no library or locker fines, NT\$10,000 will be returned. The book fee does NOT include the yearbook. Books are to be returned the date a student withdraws from classes or on the day of the last final exam.

### **BOOK DEPOSIT REFUND POLICY**

Book deposit refunds must be **requested** no later than 60 days from the last date of a student's enrollment. Refunds may be processed by TAIS post the 60 day request date.

### **TUITION AND FEES**

Please request Tuition and Fees Schedule document from the finance department.

### **DORMITORY FEE AND SECURITY DEPOSIT**

**Deposit:** Each student is expected to pay a security deposit that can be refunded at the end of the school year if the student's room is vacated without any damage beyond a normal year's worth of wear and tear.

**Dorm Fee:** A student will pay a basic dormitory fee of \$15,000 per semester for the use of a four person room. The fee includes the room, bed, mattress, wardrobe, electricity use, internet, and bathroom facilities.

## REGISTRATION FEE

The TAIS registration fee will be 25,000NT beginning with the Fall 2010 enrollment.

## SENIOR GRADUATION FEE

Senior students will be charged a graduation fee in the amount of 6,000NT. The fee is non-refundable and to be paid on registration day of the spring semester of the students senior year.

## TAIS Student Daily Schedule

Fall Semester 2010

<b>Mon-Thurs</b>	<b>Week Days Schedule(星期一~星期四日程表)</b>
6:30 AM	Wake-Up (晨起)
7:00 AM	Breakfast (早餐時間)
8:00 AM	Classes Begin(課程開始)
8:40 AM	Morning Assembly
11:00 AM	PE/Music(體育/音樂)
12:00 Noon	Lunch Hour(午餐時間)
1:00 PM	Afternoon Classes Begin(下午課程開始)
4:30 PM	Computer Lab Open(電腦教室開放時間:學生可以利用這個時間使用電腦寫功課)
5:30 PM	Supper(晚餐時間)
6:00 PM	Evening Recreation(娛樂時間)
7:00 PM	Showers and Prepare for Study Hall(洗澡並為晚自習做準備時間)
7:30 PM	Strict Study Hall(晚自習)
8:30 PM	Dorm Meeting(宿舍會議時間)
8:45 PM	Second Study Period(夜自習時間)
9:30 PM	Personal Time/Laundry(個人時間, 如洗衣等)
10:00 PM	Lights Out(熄燈)
<b>Friday</b>	<b>For Weekends on Campus(留校週星期五日程表)</b>
6:30 AM	Wake UP (晨起)
7:00 AM	Breakfast (早餐時間)
8:00 AM	Classes Begin(課程開始)
11:00 AM	Assembly and Clean up (清潔)
12:00 Noon	Lunch(午餐時間)
1:00-5:00 PM	Weekend Preparations(留校週準備時間)
5:30 PM	Supper(晚餐時間)
7:00 PM	Evening Vespers(留校週晚上活動時間)
10:00 PM	Lights Out(熄燈)
<b>Saturday</b>	<b>For Weekends on Campus(留校週星期六日程表)</b>
6:30 AM	Wake UP(晨起)
7:00 AM	Breakfast(早餐時間)
9:30 AM	Sabbath School(心靈課程時間)
10:45 AM	Church(教會時間)
12:00 Noon	Lunch(午餐時間)

2:30 PM	Afternoon Activity(下午活動)
5:30 PM	Supper(晚餐時間)
6:00 PM	Saturday Vespers(留校週晚上活動時間)
7:00 PM	Saturday Evening Activity(夜間活動)
11:00 PM	Lights Out(熄燈)
<b>Sunday</b>	<b>For Weekends on Campus(留校週星期天日程表)</b>
7:30	Breakfast(早餐時間)
10:00 AM	Morning Studies(早讀時間)
12:00 Noon	Lunch(午餐時間)
1:00 PM	Trips to Town and School Clubs(團體活動時間/學生社團時間)
5:30 PM	Supper(晚餐時間)
7:30 PM	Study Hall (晚自習)
8:00 PM	Dorm Meeting(宿舍會議時間)
10:00 PM	Lights Out(熄燈)

## TAIS TEACHERS AND STAFF

### Teachers

Name:	Classes Taught	Other Duties
Randy Davis	Religion Classes	TAIS Chaplain
Margaret Borge	English	Academic Supervisor
Kendra Knudson	Math/ESL	
Eric Hawkins	Computers/ESL	Student Association
Neil Hawkins	ESL/PE	Dean of Students
Jennifer Ingold	ESL/Religion	
Brent Ingold	Social Studies/Chemistry	
Miss Kuo	Chinese	
Mr. Tsai	Pre Calculus	
Amanda Hsu	Chinese	
<b>Jr. High</b>		
Ruth Davis	7-8 Grades	
Heather Elmendorf	7-8 Grades ESL	Student Association
<b>Elementary</b>		
Moriah Van Cleave	Grades 1-5	

### Staff

Name:	Position
Jeremy Everhart	Principal
Daphne Tsai	Registrar and Assistant of Teacher Services
Alice Lee	Principal's Assistant of Student Affairs
Summer Cheung	Principals Assistant for of School Administration
Vicki Gillham	Girl's Dean
Joseph Du	Boy's Assistant Dean

## TAIS 2010-2011 Academic Calendar

August 2010						
	Mo	Tu	We	Th	Fr	Sa
Su	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2010						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2011						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January 2011						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2011						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2010						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

June 2011						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2010						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 29 Registration
Aug. 30 School Begins
Sep. 22-26 Moon Festival
Oct. 11 Double Ten Holiday
Nov. 25-28 Thanksgiving
Dec. 24-31 Christmas
Jan 29-Feb 13 CNY
March 10-13 Home leave
Apr. 2-6Tombsweeping
May 14-22 Spring Break
Jun 17 Last Day of School

**Contact Information:****Office Hours: 7:30AM-12:00 Noon/1:00 PM-5:30 PM – Monday-Thursday****7:30 AM-12:00 Noon/1:00 PM-2:00 PM – Friday****Closed Saturdays and Sundays unless special appointment**

Principal <b>Email: taisprincipal@gmail.com</b> <b>Office Phone: (049) 2898712</b>	TAIS Registrar <b>Email: taisregistrar@gmail.com</b> <b>Office Phone: (049) 2899177</b>
TAIS Office <b>Email: taisoffice@gmail.com</b> <b>Office Phone: (049) 2899778</b> <b>Fax: (049) 2898349</b>	<b>Taiwan Adventist International School</b> No. 39 Chunwen Lane, Nantou County Yuchih, 555 Taiwan

**TAIS Final Exam Schedule**

<b>Time</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>8:30-10:00</b>	<b>Period 1</b>	<b>Period 2</b>
<b>10:15-12:00</b>	<b>Period 3</b>	<b>Period 4</b>
<b>1:00-2:25</b>	<b>Period 5</b>	<b>Period 6</b>
<b>2:30-3:55</b>	<b>Period 7</b>	<b>Period 8</b>
<b>4:00-5:30</b>	<b>Period 9</b>	

**Test Week:** Semester final tests are given over a period of two days. Above you will find a typical exam schedule. The classes that usually meet during the 1<sup>st</sup> period will have their test first, and the classes that usually meet during the 8<sup>th</sup> period will be the last to finish the final exams. This schedule will always correlate with the current TAIS class schedule in operation.

Students have more time worked into the schedule that should be used for study.

**Rules of Conduct for Quizzes and Tests**

- ✓ The final test will begin at the specified time, students are required to have all their items put away, have their pens and pencils ready before the scheduled time.
- ✓ All books, notes, and other written materials must be stowed in the student's book bag.
- ✓ If students need extra writing utensils or paper, they are required to ask permission before looking in their bag
- ✓ Students will raise their hand and wait for you for the teacher to come to them for any questions
- ✓ No talking allowed between students

- ✓ Once the test is turned in, students are not allowed to retrieve their paper or textbooks to find any answers
- ✓ Once finished the student may go out to use the restroom or get a drink. The student must return to the classroom until the teacher has dismissed the entire class.

## **Student Association Organization**

**Name:** The Student Association of Taiwan Adventist International School

**Purpose:** The purpose of this association is to develop attitudes of and practice in good citizenship; promote harmonious relations throughout the school; improve school morale; assist in the management of the school; provide a forum for student expression; provide orderly direction of school activities; and promote the general welfare of the school.

**Authority:** All powers of the Student Association are delegated to it by the school administration. The principal has the right to veto any act of the Association. Representatives shall report the actions of the Student Association to their sponsor at least once a month.

**Membership:** All students in good standing in the academy student body, and all faculty members, are members of the Student Association.

**Organization:** The Student Association shall be led by student representatives that may be elected from students enrolled in the 10th-12th grades. The positions and responsibilities are as follows;

### **President:**

- ❖ Preside over meetings of the Student Association.
- ❖ Plan meeting Agenda items
- ❖ Appoint SA member duties
- ❖ Act as representative to school administration

### **Vice President for Social Activities**

- ❖ Perform the duties of the President during any absence of the President.
- ❖ Organize TAIS Social Events
- ❖ Work with faculty committees for weekend event organization

### **Vice President for Service:**

- ❖ Meet with the Faculty Religious Activities committee
- ❖ Help organize student participation in religious activities
- ❖ Organize and help run community service activities

### **Treasurer:**

- ❖ Organize fundraising events
- ❖ Make a monthly financial report to the SA meeting
- ❖ Help plan the best use of SA funds

### **Secretary:**

Take minutes of all meetings of the Student Association, and keep a written record.

Assist in any public or school communication needs

Work with the advisor in maintaining records of receipts and expenditures of the Association.

Meetings: A meeting of the Student Association shall take place at least once per month. This meeting's minutes must be typed up by the secretary and emailed to the TAIS office.

Sponsor: The principal shall appoint one or more faculty members to serve as sponsors to the Student Association.

**Eligibility:** In order to be eligible for an election and to hold office a student must have a current and cumulative 2.00 or higher grade point average and a good and regular citizenship standing.

## TAIS Quick List of Rules

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### To have the best experience at TAIS

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- 1. Learning should be the primary focus for TAIS students**  
學習對復臨的學生來說是最重要的
  - 2. Students are accountable for their decisions, actions, and educational success**  
學生為自己的決定，行為和教育成功負責
  - 3. Respect your teachers, fellow students, other teachers and staff on the TAC campus**  
尊重你的老師，同學，以及校園內其他教師和職員。
  - 4. Careful attention to the directions from a teacher in the classroom must be followed, student behavior must not disrupt the learning that takes place during class time**  
學生要仔細注意聽並遵守老師在課堂上給的方向，學生的個人行為不得影響其他同學上課或中斷老師講課。
  - 5. Student accounts that have not been paid in full will not receive credit until the accounts compensated. Students who have outstanding debts will not be allowed to attend class in the following semester. 學生的學費必須完整支付，若未支付者，該生將無法順利拿到該有的學分並且將無法進行下一學期的課程。**
  - 6. Students are responsible for writing down their daily assignments in class**  
所有學生必須負責完成每天的學校功課。
  - 7. Students need to make sure all homework and projects are turned into their teachers on time**  
所有學生必須準時繳交各科作業。
  - 8. Cheating in class on homework, tests, projects, or quizzes will result in an immediate F, and the parents will be informed. If cheating happens a second time, that student will be placed on academic probation 任何考試,作業,等有舞弊行為者，成績將立即列為“F”，校方也會立即通知家長。若舞弊行為發生第二次，該生將進入學術檢驗期。**
  - 9. Students on academic probation will lose normal student status and may not participate in all extra-curricular events 被列入學術檢驗期的學生，將無法參加其他課外活動。**
  - 10. If a student is unable to get out of the academic probation status for more than three grading reports, they may need to withdraw from TAIS enrollment**  
如果學生在課程表現上一直無法通過學術檢驗期，學生可能會被停止在 TAIS 的學習。
  - 11. Students must maintain at least a 1.34 GPA, if a student is unable to do so, they will go on academic probation 學生們 GPA 必須維持至少 1.34，否則將被列入學術檢驗期。**
  - 12. If a student misses 20% of the class periods, they will not receive credit for that class**  
缺席時間佔該課程 20%者，將無法拿到該課程之學分。
  - 13. Students who have problems with citizenship or attendance may be requested to fulfill on campus community service 有出席課程及品性問題之學生，會被要求執行校園服務。**
  - 14. Receiving an “F” in attendance will go on a student’s permanent records and the student will go before the administration committee**
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出席拿到“F”的同學，該紀錄將永久存在，並需被要求在行政會議上約談。

15. When you miss a class that can be excused, you need to fill out an excuse form before 7 days of that absence or tardy. (7 days after returning to school)  
當你有正當的理由被記曠課時，請你於七天內填寫銷假單繳回辦公室(回來上課那天算起 7 天)
  16. When you are sick, you need to inform your dean or the TAIS office before you miss any class
  17. If a student has a total of 7 absences in one class for one semester will result in an “F” for the attendance grade 一學期內同一個課程裡，有七次缺課紀錄，你的出席分數將被評定為“F”
  18. If a student is late to class 3 times, it counts as one absence. After 3 minutes from when the class begins 上課遲到三次者，累計為一次缺課。
  19. You must get to class on time, all students will be counted late after the teacher begins the class and will be counted absent 15 minutes after the class started  
上課請準時，老師開始上課後未到者，並且在課程開始 15 分鐘未到班者，將被視為上課缺課。
  20. Use English in the classrooms, with teachers, and around others who do not speak Chinese
  21. TAIS is a Christian school, students are required to respect the beliefs of the school as well as other students. Attendance is required for TAIS worships, church, and other religious events.  
復臨是一個基督教的學校，學生必須尊重信仰的學校以及其他學生。並出席靈修，教會和其他宗教活動
  22. All TAC, TAA, or TAIS property must be cared for appropriately, if property is damaged, the student inflicting the damage may be required to cover the cost of repair or replacement  
所有大學，中學，或復臨學校的設備財產，必須得到適當照顧，如果財產受損，造成損害的學生將會需要支付修理或更換的費用
  23. Follow the TAIS policies for campus safety 為了校園安全，請務必遵守 TAIS 的校園政策
  24. Students are discouraged from have “special” boyfriends or girl friends. If couples do develop, TAIS asks for appropriate behavior from the couple and that the parents must be aware of that relationship. 學校絕不鼓勵同學發展男女朋友之感情，如有以上情事，校方會要求該學生遵守男女間該有的正確舉止，該生之家長也必須對此男女友誼有警覺。
  25. In respect for the beliefs of the Seventh-Day Adventist Church, students must refrain from sports, playing music loudly, and other activities that would disrupt the peace on campus from 4:30 PM on Friday until after 7:00 PM on Saturday.  
從星期五下午 4:30 分至星期六下午 7 點鐘為校園安息日時間，同學必須協助保持校園平靜，禁止任何運動或播放音樂等遊戲。
  26. Do not leave your books, bags, or other personal property lying around the school or campus  
請不要把書籍，書包等個人物品任意放置在校園，否則你必須付罰金取回你的書。
  27. Dormitory rules are just as important as rules for school, students are expected to follow the TAIS dormitory policies  
宿舍相關規定與學校規定同等重要，所以同學也必須嚴格遵守。
  28. Dress Policy 服裝政策
    - a. School is not a place for sport or very casual clothing 穿著必須整潔不隨便
    - b. Jewelry is not allowed at school functions 不帶任何珠寶配件
    - c. No flip-flops or slippers at school or in the cafeteria 學校與餐廳皆不得穿夾腳涼鞋或拖鞋
    - d. Shirts with obscene or disrespectful graphics or words are not allowed 衣服上頭有任何不雅文字之服裝，將不能穿著到校。
    - e. Shorts, skirts, and tops must be appropriate for school. If clothing worn by students are too short or revealing, they will be asked to change before they are
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allowed to attend class or special program 穿著適當之短褲及裙子等服裝，未遵守規定者將被要求馬上換裝。

- f. Continued abuse of the dress policy will result in an appearance before the administration committee 不斷違反服裝規定者，將送行政會處置。
- g. Wear Uniforms on the correct Days 根據規定穿著衣服
  - i. Monday, Wednesday Dress Uniform 星期一,三:請著正式服裝
  - ii. Tuesday, Thursday Polo Shirts 星期二四:請著 POLO 衫與長褲或 PE 課指定之服裝
  - iii. Casual Friday 星期五:便服

**29. Do not bring food or sweeten drinks into the school (finish meals in the cafeteria or dormitory)**

不要攜帶食物或者有糖分的飲料進到學校(請吃完餐廳的食物)

**30. Foods containing meat is not allowed on campus or in the dormitories**

有含肉類的食物在整個校園都是不被允許的

**31. If a student wants to leave campus, they need to sign-out with the dormitory dean**

同學離校必須要有宿舍主任同意並簽名。

**32. Throw all trash into the correct trash bin. Do not leave trash anywhere else!**

正確分類垃圾並嚴禁四處放置垃圾。

**33. Students must remain within designated areas and must inform the staff on duty if they plan to be anywhere other than approved locations.**

學生必須留在指定地區，如需要去到計畫以外的地方，則須通知老師並且得到許可。

**34. The only drugs on campus that are allowed are those prescribed by a doctor or other over the counter medicines. All others are not allowed and if a student is in possession of tobacco, alcohol, or other illegal substances, is grounds for expulsion from school**

除非持有醫師指定之藥物治療藥品，其他非法藥品不得帶入校園，若有吸煙喝酒等非法情事，校方有權開除該生學籍。

**35. Any sexual inappropriate behavior will be informed to the parents immediately and expelled from school** 任何不當之兩性行為，校方會立即通知家長，校方也將開除該生學籍。

**36. Stealing of other student's or TAIS property may be grounds for immediate expulsion**

任何偷竊行為將被開除學籍。

**37. Do not use cell phones, or PSP or other devices in the classroom**

在教室禁止使用手機等遊戲機。

**38. Computers or other personal electronic devices need to be registered with the dormitory deans.** 電腦等相關電子用品必須跟宿舍主任做完整登記。

**39. Use the internet for appropriate purposes, otherwise internet privileges may be taken away** 請正確使用網路(不做其他不當之搜尋)，否則學校有權暫停你的網路使用權。

**40. Use your personal computer in class only with teacher's permission**

有了課程老師的同意，才能在上課時間使用個人電腦。

## Dormitory Rules:

1.	<b>Do not damage public property and please keep all areas (bathroom, hallways, and dorm rooms) clean.</b>
2.	TURN OFF all lights and the Air Conditioner when you leave the room. <u>Save Money.</u>

3.	Curfew is <u>9:30 p.m.</u> — The doors will be locked.
4.	Please do not sleep with your Air Conditioner on. It can make you sick.
5.	Big Lights-out is at 10:00 p.m / All lights out at 10:30pm
6.	No gambling, smoking, chewing betel nut, drinking alcohol, or taking illegal drugs.
7.	Do not use coarse language (no swearing in English or Chinese)
8.	Please wear the school uniforms as prescribed by the Administration, modest jewelry, modest makeup, and modest nail polish (girls).
9.	Please practice your musical instruments at the Old Library; no practicing is allowed in the dorm
10	If you want to put something up on your walls or mirrors, go for it! Just make sure it doesn't harm the walls or mirror.
11	<u>No</u> meat or seafood allowed in the dormitory area.
12	<u>No</u> candles, incense or other incendiary (burn-able) items are allowed.
13	Remember to always turn off your lights before leaving
14	Remember to recycle your garbage.
15	Take your key and lock the door when you leave: your belongings are your responsibility.
16	Students of the opposite sex, whether they live in the dorms or not, are NOT permitted in each other's dorm rooms or hallways.
17	Fighting will not be tolerated. If there is a serious disagreement that you cannot settle, bring the issue to the dean. That's what the dean is for. I will help you settle the disagreement in a fair and discrete manner.
18	All students whether same-or-opposite gender need to refrain from intimate touching including kissing and close cuddling while on campus and in the dorms. Students may not lie down together on the lounge couches or in the dorm beds. If you have a boy/girlfriend, the staff will closely monitor the situation and if relationships lead to problems with grades or attendance, your parents will be notified.
19	No pornography of any kind at any time.
20	You must keep your room clean and orderly. Throw out your trash and recyclables daily.
21	No stealing. If you borrow something from your roommate, classmate friend or fellow student, make sure you have that person's permission before taking it. Even if a theft cannot be proven, a bad reputation as a thief will follow you for years.
22	You may NOT order food of any kind from off-campus without written permission from the dean.
23	You are responsible for your own dorm key. If you lose your room key, you will lose your deposit and have to pay additional money for a new key.

### **Weekday Schedule:**

	<b><u>Monday through Thursday</u></b>
<b>6:30am – 7:30am</b>	Wake-up and eat Breakfast
<b>7:00am – 7:15am</b>	You may pick up your cell phones & dictionaries

<b>8:00am</b>	First class BEGINS
<b>12noon to 1pm</b>	Lunch
<b>1:05pm</b>	Class BEGINS
<b>4:30pm – 5:30pm</b>	Computer Lab is open on M, W & Th if you need a computer
<b>5:30pm – 6:00pm</b>	Dinner
<b>6:00pm – 6:55pm</b>	Open Gym (Required)
<b>6:55pm – 7:30pm</b>	Showers, etc. – TURN IN PHONES
<b>7:30pm – 8:30pm</b>	“Strict” Study Hall (Dorm Rooms only – NO COMPUTERS/NO PHONES)
<b>8:30pm – 9:15pm</b>	“Relaxed” Study Hall (Still in Dorm Rooms – Computers: teacher permission only)
<b>9:15pm – 9:20pm</b>	Turn in Computers, etc.
<b>9:20pm – 9:30pm</b>	Dorm worship
<b>9:30pm – 10:00pm</b>	Showers / Hand laundry
<b>10:00pm</b>	Brush teeth / wash face. <u>MAIN LIGHTS OUT</u> (Sunday, too)
<b>10:30pm</b>	Power is shut off

\*\*This is your home. Take care of it. Make friends and have an enjoyable school year.

Thank you!