

# **Taiwan School of TAC: School Rules and Discipline Policy**

## **TAIWAN SCHOOL VALUES**

Appreciation, Respect, and Love

We aim to model these core values and develop them in our students. Building personal character also builds up families and the greater community.

- APPRECIATION of what is good (Examples: Encouraging and admiring good character and achievements of others.)
- RESPECT for people and things (Examples: Coming to class on time. Using polite and positive words and attitude toward others. Keeping materials and building clean and in good condition.)
- LOVE for others (Examples: Thinking of others instead of focusing only on yourself. Helping. Being kind and friendly. Sharing.)

## **UNACCEPTABLE BEHAVIOR**

Inappropriate and/or harmful behaviors:

- i. Harassment and bullying
- ii. Physical/verbal aggression, quarreling, fighting, horseplay
- iii. Hostile defiance
- iv. Possession of guns/ weapons, tobacco, drugs, alcohol, and sexual or violent games or cards
- v. Vulgarity, profanity, cheating, stealing, lying
- vi. Inappropriate shows of affection
- vii. Conspiracy to cause harm or damage

## **TAIWAN SCHOOL RULES**

1. AT TAIWAN SCHOOL:
  - a. No chewing gum.
  - b. No Heely/roller shoes.
  - c. Eat and drink only in designated areas (not in classrooms).
  - d. Avoid excessive noise and running while going to and from classes.
  - e. Students are responsible for taking care of their personal belongings.
  - f. Ill students should not come to class unless they are past infectious stage.
  - g. All equipment and displays in TAC and CTCC should remain untouched.
  - h. Elevators are reserved for staff and those physically unable to use stairs.
  - i. For safety, students must be signed out at the front desk (by a guardian or on-duty adult) before each time they leave the TAC/class area, including restroom trips.
2. BEFORE CLASS:
  - a. Students (or their guardians) should sign in at front desk when they arrive.
  - b. Arrive to class on time.
3. DURING CLASS:
  - a. Turn off electronic equipment (cell phones, iPods, game devices, etc.).
  - b. Follow classroom rules set by teacher.
  - c. Students should not bring toys, food, or drinks into classrooms.
  - d. Only registered students should be in classroom (unless teacher allows).
  - e. Students may not leave a classroom during a class period except for illness, emergency, or special permission from teacher or office.
  - f. When class is over, the teacher will dismiss class and give permission for students to leave the room.

## **NOTES TO PARENTS**

### PARENTS:

Please bring students to class on time. (The Taiwan School office should be notified in advance if a student will be late or absent for a particular class.)

Please pick up students on time after class. (Parents/guardians who repeatedly arrive late to pick up their children may be billed late fees. The Taiwan School office should be notified in advance if a student will need to leave class early on a particular day.)

We appreciate your cooperation in trying to model and develop the Taiwan School values of Appreciation, Respect, and Love in our students.

## **TAIWAN SCHOOL DISCIPLINE**

We know and recognize that everyone makes mistakes from time to time, and we use this philosophy to help us address and learn from mistakes. We use the following consequences in order to help students follow school rules:

- Verbal reminder or redirection – If a student is not acting appropriately.
- Take a break – If a student has lost self-control, he/she will be escorted to a spot to cool off.
- Loss of privilege – If a student keeps distracting or annoying other students and will not listen to the teacher's advice, he/she will be removed from class, activities, and/or special events.
- You break it, you fix it – If a student damages something on purpose, then he/she will be expected to replace the damaged items or repair the damage.
- Sincere apologies – If a student hurts another's feelings, he/she will be asked to give sincere written or verbal apologies.

If a student's behavior is continuously disadvantageous, even after disciplinary actions take place and the school informs the family of the behavior, the school reserves the right to suspend or discontinue the attendance of that student. This is not only so the student can receive necessary instruction to amend his/her behavior, but also to better the environment that is shared with the other students. Parents of children attending Taiwan School are expected to cooperate with this policy and work with us to improve their child's conduct.