



**Hsinchu County American School  
Student Handbook**



## HSINCHU COUNTY AMERICAN SCHOOL DISCIPLINE POLICY

### 1.0 RATIONALE

Ensuring the safety of all students and staff is the responsibility of the school. Discipline must have the qualities of fairness, understanding and consistency. It is the shared responsibility of students, administrators, teachers and parents. Behavioral issues represent a range and there are different techniques and interventions along the range. Discipline should therefore be based on the principle of Progressive Discipline; minor infractions and first offences will have less serious consequences than major refraction and repeat offences. **The ultimate goal of discipline is the development of the student as a moral, ethical and socially responsible individual.**

**The definition of ‘School’ to determine the jurisdiction and application of the Discipline Policy, will be as follows:**

School is an entity that promotes the physical, mental, emotional development of students in a safe, secure and non-threatening learning environment. The word School in the context of the Discipline Policy will also include the following:

- students taking part in any school-organized or school-related activity like organized tours within the city, in the country, or to other countries, attending the HCAS school camps or representing school in any event like Fests organized by other schools.
- students travelling to or from school in school provided transport
- student misbehavior at any time, which could have repercussions for the orderly running of the school or pose a threat to another student or member of the public or could adversely affect the reputation of the school.

### 1.1 The School Discipline Committee will consist of the following members:

1. Principal
2. Vice Principal
3. Director of Student Affairs
4. Director of Academic Affairs
5. Dean of Discipline
6. Homeroom

If there is no Director of Student / Academic Affairs, the respective Programme specific Coordinators will be a part of the Discipline Committee.

## 2.0 GROOMING

### 2.1 GIRLS

The following are **not** permitted:

- a. Makeup: Wearing eye makeup or lipsticks or glosses. (Except uniform OFF day)
- b. Nail polish and long nails: Nails are to be cut short and no nail polish. (Except uniform OFF day)
- c. Jewelry other than earrings: only one earring (ear stud) in each ear lobe; multiple piercings ; body piercing; nose studs/nose rings, finger rings bangles, bracelets or any other bands. (Except uniform OFF day)
- d. Tattoos: Tattoos that are visible

### 2.2 BOYS

The following are **not** permitted:

- a. Beards and stubble: Boys need to be clean shaven.
- b. Jewelry: Finger rings, bracelets or other bands; simple watches only. (Except uniform OFF day)
- c. Tattoos: Tattoos that are visible.

## 2.3 SANCTIONS

- a. **Hair:** One verbal warning will be given to first time defaulters (under all grooming categories).  
Example: Boys will have to come with haircuts as per school specification the following day.

On second default, students will face Detention for the day. During this time, they will be assigned tasks like cleaning the Cafeteria, working in the Library or keeping assigned areas on the campus litter free. A 500 word Reflection (Self-Reflection Form) will be mailed/written by the student/s to the Dean of Discipline by the end of the day. Failure to do so will merit a Lunch Detention the

following day to complete the same.

Three defaults will result in the student/s being issued ONE Green Notice and sent back home in the case of day scholars and to the Boarding in case of Boarders; parents will be informed and are responsible for picking up their children from school; an extra home assignment will be given for submission the following day. Non-completion and submission of the same will lead to the student/s facing after school Detention on that day.

**b. Grooming:**

Same sanctions as in the section above will apply. Violation of rules pertaining to jewelry will merit confiscation of the items for a week by School.

**c. Tattoos:** In case of visible tattoos, defaulters will wear their formal school uniform for the rest of the term. If the tattoo is on the arm, elbow or hand, additionally the school jacket will have to be worn for the rest of the term.

All defaults under grooming will be recorded.

### **3.0 UNIFORMS**

- a. Formal school skirts for girls should be one inch above the knee. Boys should wear their formal trousers at the waist.
- b. The top button of the formal school shirt for both boys and girls should be buttoned to hold the school tie in place.
- c. Socks should be worn to their full length.
- d. Formal black shoes as part of the uniform.
- e. PE shorts should be worn just above the waist.
- f. Shirts should not be faded.

### **3.1 Mobile phones**

- a. Once student/s arrive on campus, they must hand in their mobile phones to their homeroom teachers.
- b. Mobile phones can only be used after school hours.

### **3.2 SANCTIONS**

The specified uniform schedule for the week must be adhered to by students.

- a. Students will be informed about consequences of non-adherence to the uniform code by the School/Homeroom at morning Homeroom Time at least twice each month. First time defaulters will be given a verbal warning.
- b. Students defaulting a second time will face Detention for the day. During this time, for example they will be assigned tasks like cleaning the Cafeteria, working in the Library or keeping assigned areas on the campus litter free. A 500 word Reflection will be mailed/written by the student/s to the Dean of Discipline/Director of Student Affairs by the end of the day. Failure to do so will merit a Lunch Detention the following day to complete the same.
- c. Three defaults on the uniform code will lead to loss of privileges for the student/s and being issued ONE Green Notice at the same time. They will not participate in any school activity for that term, will not represent school in any competition, and will not go on any School/Boarding trip.
- d. Further uniform defaults will merit Disciplinary Probation\* for a month; default during this time will lead to Yellow Notice or even Red Notice issued.

***\* Disciplinary Probation is notice to a student who has shown continued disregard for regulations, engaged in disruptive behavior, been disrespectful toward others, or engaged in conduct that reflects negatively on the reputation of the school. Disciplinary Probation requires a student/s to remain free from any kind of disciplinary trouble during the specified period of probation.***

All defaults will be recorded.

#### **4.0 IDENTITY CARDS**

- a. Identity cards will be worn by all students throughout school hours.
- b. Loss of an Identity Card or tampering with it will lead to replacement of the same by the student/s at a fine of NTD 500.

#### **5.0 CHROMEBOOK**

- a. Chromebook will have GoGuardian installed.
- b. VPN (Virtual Private Network) are strictly prohibited.
- c. Violating the AUP (Acceptable Use Policy) is strictly prohibited.
- d. Chromebook will be monitored during school hours.

#### **6.0 LAND RESTRICTION**

- a. Outdoor Field, Playground, and 5<sup>th</sup> Floor Gym are only available during Classes, Recess and Lunch Break only.
- b. Playroom (for K-G3) is only available from 4.00 pm to 6.00 pm.
- c. Classroom can not be entered without a permission from Teachers/Staffs/Administrators.
- d. Running on the hallway and stairs are strictly prohibited.
- e. Student lounge has to be used in a proper way; any damage on any school properties shall be call to account and investigated in detail.

## 7.0 ACADEMIC DISCIPLINE

### 7.1 TEXT BOOKS

- a. A student who does not bring a text book/s to class will, at the first instance, receive a verbal warning by the concerned Subject teacher.
- b. Textbooks not brought to class on two or more occasions, will lead to the student/s losing marks on their evaluation.

Subject teachers will maintain records of all defaults with regard to text books.

### 7.2 HOMEWORK

- a. Non- submission of homework in the first instance will call for a verbal warning, and an extension by one day to submit the work.
- b. Non-submission of homework for a second time will merit a loss of grades for the particular Subject.
- c. Non-submission of homework three times and more will require the student/s to help with the School Service at the HCAS.

### 7.3 \*INAPPROPRIATE BEHAVIOR IN CLASS

*\*Examples of Inappropriate behavior includes: use of abusive language, defiance, disrespect, insubordination, disruption, non-compliance, physical aggression, theft, harassment, bullying, inappropriate display of affection and lying.*

- a. Inappropriate behavior in class resulting in the disruption and flow of the lesson will require the teacher to handle the matter firmly by themselves and if need be to report the matter to the Dean

of Discipline.

- b. The following are included as inappropriate behavior towards a teacher: talking back, passing rude comments, maligning a teacher publicly or being disrespectful. If a student/s indulge in any of the above points, after initial investigation by the Dean of Discipline / Director of Student Affairs, the matter will be reported to the Principal. The Principal will meet the student/s and the Counselor; parents of the student/s will be called for a meeting. The student/s will face suspension up to a week; post this there will be a month of counseling and Disciplinary Probation.
- c. If inappropriate behavior involves bullying another student, the student will initially be put into counseling for a month, with four planned sessions. Parents will be informed. If the act of bullying is repeated post counseling, the student/s will be put on Disciplinary Probation for a month and will be observed and monitored closely. Counseling will simultaneously be extended by a month. If the problem remains unsolved during this period, it will lead to suspension or expulsion of the student/s from school as deemed appropriate.
- d. In the course of the Disciplinary Probation, if the student/s indulge in inappropriate behavior towards any teacher, or inappropriate behavior of any kind towards another student, it will result in a serious consequences as deemed appropriate by the Principal.

Parents of offending students will be sent written communication by the school. All communication between the school and parents will be documented for reference.

#### 7.4 TARDINESS

- a. Student/s coming late to school without reasonable cause that could be confirmed by parents, in their own transport, after 8:00 am, in the first and second instance Student/s will be allowed to attend classes with a strong verbal warning.
- b. In the third instance of late coming without reasonable cause that could be confirmed by parents, after 8:00 am, student/s will have one Absent Record on the Report Card.
- c. Student/s coming late to school without reasonable cause that could be confirmed by parents, in their own transport, after 8:55 am, student/s will have one Absent Record on his/her Report Card.

#### 8.0 ABSENTEEISM

- a. School attendance of 90%\* is essential to build overall academic excellence by making full use of the academic environment that the school provides for holistic development.

***\*This requirement will be viewed differently in cases where the absence has been sanctioned by the school or where a student represents school in any inter/intra school event.***

- b. Absenteeism for medical reasons will be viewed on a case-to-case basis.

- c. Absence during class tests/Summative Exams, reexamination will be viewed on a case-to-case basis.
- d. If students don't meet the above attendance requirement on a monthly basis, a mail will be sent to their parents informing them of sanctions (refer to the point below) that will be incurred.
- e. If at the end of each term attendance of student/s falls below 90%, they will not be able to appear for the Summative Examination (Midterm/Final Examination) for that term. Parents will be informed in advance.

## 9.0 ZERO TOLERANCE

*The school has a Zero tolerance policy to address the needs of the school for discipline that can maintain school safety, while maximizing student opportunity to learn. By removing students who engage in disruptive behavior, the aim of the Zero Tolerance policy is to deter others from disruption, and create an improved climate for those students who remain.*

- a. If student/s are found in possession/consumption, sale, distribution of tobacco/alcohol/drugs in school, at the HCAS School camps, during events where they represent school, or in school transport, the concerned parents will be informed in the first instance with a strong verbal warning.
- b. On second default, the offending student/s will be given a hearing by the Principal and members of the Discipline Committee before an appropriate decision is taken.
- c. Three time defaulters will be expelled from school, post a detailed investigation of the matter by members of the Discipline Committee headed by the Principal.

## 9.1 BULLYING

*Bullying is repeated verbal, physical, social or psychological aggressive behavior by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.*

The following types of behavior will be included in the definition of bullying:

**Verbal or written abuse** – such as targeted name-calling or jokes, or displaying offensive posters.  
**Violence** – including threats of violence.

**Sexual harassment** – unwelcome conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidate.

**Hostile behavior** – towards students relating to gender and sexuality.

**Discrimination including racial discrimination** – treating people differently or ostracizing them because of their identity.

**Cyber bullying** – either online or via mobile phone.

- a. Bullying of any kind is strictly prohibited in the school. In dealing with incidents of bullying each party involved will be asked to separately put into writing their own version of the incident.

Any witnesses will also be asked to record their version of the incident. The member of staff dealing with the incident will record pertinent points of any discussions with the students involved.

Acts of bullying will follow the process of Counseling for the bully and the bullied student, with prior information to, and meeting with the parents of these students. Initially, counseling will be up for a semester on case to case basis.

If the act of bullying is repeated post counseling, the student/s will be put on Disciplinary Probation for a month and will be observed and monitored closely. Counseling will simultaneously be extended by a month, with two sessions of family counseling added on. If the problem remains unsolved, it will lead to suspension or expulsion of the student/s from school as deemed appropriate.

Extreme cases of bullying leading to mental anxiety, isolation and physical harm to the bullied student could merit expulsion of the student, post a detailed investigation of the act.

## 10.0 CYBERBULLYING

*Note: HCAS respects the right of students/ employees to use social media and networking sites, but it is important that personal use of these sites does not damage the School's reputation. It should be understood that what is private in the digital world has the possibility of becoming public, even without their knowledge or consent. Therefore, the School strongly encourages that care and good judgment be exercised when posting content and information on such sites, to avoid disciplinary action.*

What constitutes cyberbullying?

Cyberbullying may take place through any of the following electronic media:

- Mobile phones. •Instant Messenger and Voice over Internet Protocols. •Chat rooms and message boards. •Email. •Webcam. •Social networking sites. •Video hosting sites. •Virtual learning environments.
- Gaming sites, consoles and virtual worlds. •Blogs and Wikis.

Cyberbullying will include the following:

### **Hate sites**

- Building websites that are dedicated to making fun out of someone.

- Encouraging other people to join the bullying by publishing someone's personal details or linking to their social network page.

#### **Chat rooms and discussion forums**

- Posting cruel and/or or abusive comments about someone.

#### **Mobile phone**

- Sending humiliating and abusive video, photographic or text images/messages.
- Making silent or abusive phone calls.

#### **Interactive gaming**

- Spreading false rumors about someone.
- Hacking into someone's account.

#### **Blogs**

- Posting blogs where others could see them without the owner of the blog's permission.

#### **Abusing personal information on Social Media**

- Transmitting personal photos, videos or emails
- Posting abusive messages on profiles
- Adding rude comments to a picture that has been uploaded
- Posting a video or photo that makes fun of someone
- Setting up fake profiles to tease others or to get them into trouble

#### **10.1 The school reserves the right to intervene in cases of cyberbullying:**

- When they happen during school hours or after school hours but pertain to a student/teacher/staff of the school
- When students commute to and from school
- During school trips/tours where students are representatives of their school
- Within the school Boarding areas.

#### **10.2 Investigating Procedure:**

- If a student receives an abusive e-mail or text (or any other form of unacceptable electronic communication), he/she should report the matter to the School as soon as possible. A copy of the e-mail with full headers, plus dates and time should be saved wherever possible.
- Depending on the nature of the allegation, the case will be addressed initially by the Head of School. Help will be sought from personnel of the IT Department in the matter, if needed. The Principal will be kept informed of all proceedings. For more serious allegations, the incident will be referred to the Discipline Committee headed by the Principal; also the parents of the concerned students will be informed. In extreme cases, the Police or other external agencies could be informed.
- Students involved will be given a hearing to establish appropriate sanctions. Parents of students will be notified of the outcome.

### **10.3 SANCTIONS**

- a. Major acts of cyberbullying will merit up to three days of internal suspension. In addition, student/s will attend four sessions of counseling with the School Counselor.
- b. External suspension up to a month will be given depending on the severity of the offense. The severity of the offense will be determined not only by the nature of offense but also by the impact on the victimized student.
- c. Expulsion of student/s could take place in offenses which are very serious and merit intervention by the police or other external agencies.

### **11.0 VIEWING/POSSESSING PORNOGRAPHIC MATERIAL**

- a. Viewing pornographic material on laptops during and after school hours is strictly prohibited.
- b. Sharing pornographic material with other students during and after school hours is strictly prohibited.
- c. Recording videos or photographs of inappropriate actions amongst/between students will merit severe disciplinary action.

### **11.1 SANCTIONS**

- a. The school will conduct sensitization programmes as a preventive measure.
- b. Depending upon the severity of the act, appropriate sanctions will be applied, which may lead to long external suspension/expulsion of the offending student/s.
- c. In certain cases that concerned student/s will undergo counselling sessions with the Programme specific School Counsellor.

### **12.0 Other Acts**

- a. Apart from the items mentioned above, any other act of undisciplined or inappropriate behavior, misconduct or any action which reflects negatively on the reputation of the School by any student during his or her term at the School, will be investigated by the appropriate authority at the School and post such investigation, adequate steps will be taken to handle such incidents or act of indiscipline including any necessary punishments.
- b. **Hsinchu County American School enforces using English as first language.**
- c. Parents and students must be aware of School policy and procedures concerning acceptable and unacceptable behavior in our School and they have the responsibility of creating a positive environment in the School.

**ACKNOWLEDGEMENT**

I acknowledge that I have received and carefully reviewed the handbook related to my child with the School provided from the School, a copy of the School Student Handbook and confirm my agreement that these regulations may apply to my children. I agree to abide by and cooperate with the School to abide by all the local educational laws of the country which may be applicable to my children.

\_\_\_\_\_  
Signature of Student's Parent

\_\_\_\_\_ ( Grade: \_\_\_\_ )  
Signature of Student

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please hand in this Agreement Form to Parent Services within a week after you start the school.**