



**DOMINICAN INTERNATIONAL SCHOOL KAOHSIUNG  
TAIWAN  
2017-2018**

**YEAR OF HOPE**

望 信 爱  
Hope Faith Love

**STUDENT – PARENT HANDBOOK**

**107 Chung Hua 1<sup>st</sup> Road, Gushan District,  
Kaohsiung City, Taiwan, R.O.C.**

**07-5523989**

**[www.diskg.net](http://www.diskg.net)**

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## Principal's Message

Welcome to Dominican International School Kaohsiung. DISK is a K-Middle School (in process of expanding through middle school with the opening of grade 8) that offers a modified North American model for its program. We make every effort for this program to maximize the student's' personal and intellectual growth. The pages that follow provide a wealth of information on our overall curricular structure. We offer a quality program to prepare students for their future as global citizens.

DISK represents an international body of students and teachers from very diverse backgrounds. The diversity of cultures, languages and races is the source of our strength, creating a community of profound depth. In DISK, the teaching from a common curriculum blends in with teachings of Christian living at the backdrop of an active program. This allows us to be a dynamic community that not only meets with its academic obligations but also cultivates attitudes of a life of good citizenship and service in students. We aspire to live a life of peace and harmony that represents a true family.

DISK is founded on the Christian principles of love and compassion; the school encourages parents' involvement in a wide range of activities. Hence, as contributors, parents enjoy a special place in our community.

The administration, teachers and staff of DISK celebrate the start of a new academic year, bracing themselves for mutually rich and rewarding experiences across the teaching-learning domain.

## **1.0 INTRODUCTION**

### **1.1 History**

**Dominican International School Kaohsiung (DISK)** is a Catholic private English-speaking school for Kindergarten to Grade 8. The school was founded in 1954. Formerly established to serve U.S military dependents, DISK has grown to its present size to accommodate a truly international student population.

The school is under the supervision of the Sisters of the CONGREGATION OF THE RELIGIOUS MISSIONARIES OF ST. DOMINIC, of Spanish origin, and with a Motherhouse in Rome, Italy.

In 1968, a team of American educators (Superintendents of Schools) from Washington D.C came and after examining the qualifications of the teachers, school curriculum, methods of teaching and the textbooks used in school, it made the Dominican School, a U.S Government Contracted School: *Department of Defense (D.O.D) School*.

Later on, with the withdrawal of the American Forces from Taiwan, the Dominican School became an International School that opened her doors to all nationalities, yet it still adopts a modified American curriculum.

### **1.2 Mission Statement**

Dominican International School Kaohsiung mission is to give a God-centered Christian education cultivating the intellectual faculties, developing capacity of right judgment and preparing students for future lifelong learning.

### **1.3 Philosophy**

Dominican International School Kaohsiung adheres to the philosophy of Christian Education. That “a true education aims at the formation of the human person both with respect to his ultimate goal and at the same time with respect to the good of those societies of which as a human being, he/she is a member and in whose responsibilities, he/she will as an adult share”. (Vatican Council II, Declaration on Christian Education, n.1).

### **1.4 Vision**

The Dominican International School Kaohsiung envisions a partnership of confident and responsible community members who value cultural diversity, critical thinking, problem solving, effective communication and creativity. We see an enriched, challenging and safe environment where we integrate functional knowledge and skills with desirable values, attitudes, and habits needed to be reflective lifelong learners.

## 2.0 Admissions Policies

As required by the Ministry of Education, students must hold a foreign passport. Grade placement is determined by the student's age as of September 1<sup>st</sup>.

3 years old – Pre-Kindergarten

4 years old – Kindergarten

5 years old – Kindergarten 2

6 years old – Grade one

Subsequent grade (grade 2 – 8) accordingly or by grade reports from previous school(s) to indicate the placement of the student.

### 2.1 Registration:

Registration for 2<sup>nd</sup> Semester takes place from the first week in November until the first week of December. Application forms for the subsequent academic year may be submitted after Chinese New Year.

#### 2.1.1 Procedures for Application for Admission:

Read and fill out the application form carefully (other requirements are listed on the last page of the form).

2.1.2 There is a section for students to write something about themselves (for 4<sup>th</sup> grade up); Please let your child complete this section without your help to enable us to assess his/her English proficiency.

2.1.3 Complete all the requirements and forward to Dominican International School Kaohsiung addressed to The Registrar, 107 Chung Hwa 1<sup>st</sup> Rd. Kaohsiung, Taiwan, R.O.C.

2.1.4 Call the school to schedule a test/preliminary interview date.

2.1.5 Attend school for the test/preliminary Interview and bring any requirements not yet submitted. The applicant should arrive at least 15 minutes before the test starts to allow the registrar to check the documents.

2.1.6 Pay the NT\$ 3,000 application/ interview/ testing fee at the Administration Office.

2.1.7 Parents will be notified of the results of the examination within 7 days. If the student meets the requirements for admission, he/she will be enrolled.

2.1.8 Receive acceptance letter and submit any missing documents to the registrar. Permission for the enrollment slip (tuition slip) with the student ID number will be issued.

2.1.9 Proceed to the Treasurer's Office for information about school uniforms, supplies, the busing service, and the issuance of the tuition slip.

- *Please take note that tuition fees are paid in MEGA (ICBC) and that a student may not attend classes unless the school fees have been paid.*

2.1.10 After payment, present or fax the official receipt to the School Treasurer for validation of official enrollment.

2.1.11 **Importance on Registrar Procedure**

All student records are kept at the Office of Registrar. All of the grades that have been submitted by teachers are final. Certification of grades, studentship, and authentication of transcripts are made in this office and will be released after 3 days upon filling out a formal request. The parents or students must come to the office to update their information on addresses and or contact numbers. Students who withdraw from DISK must inform the school ahead of time through letter addressed to the principal. The office will prepare a clearance document to organize everything needed to complete/finish or things to be returned to school before leaving. This way, when we transfer or release the records to the next school, there will not be incomplete or lacking information.

**2.2 Tuition and Fees**

2.2.1 Tuition fees for each semester must be paid in full, promptly, before the indicated due date, otherwise, a surcharge of NT \$5,000 will be imposed, unless a special arrangement with the accounting office has been made prior to the indicated due date.

2.2.2 Any outstanding payment not paid after the start of the new semester, will incur a late payment charge of NT\$10,000.

2.2.3 **REFUND POLICY (regardless of student's attendance)\***

**Registration fees are non-refundable**

- Within 7 school days\* -- 3/4 of the tuition and miscellaneous fees refund
- Within 14 school days\* – 1/2 of the tuition and miscellaneous fees refund
- Within 21 school days\* – 1/4 of the tuition and miscellaneous fees refund
- After 21 school days\* — No tuition and miscellaneous fees refund

*Please be aware that school attendance is not a factor in any aspect of tuition refund, and withdrawal must be completed in writing and may not be done via phone or email. Books are already included from PK to G6 in the miscellaneous fee. However, lunch is excluded for all grades.*

2.2.4 Students who attend the entire year, withdraw, or transfer out must all submit to clearance. Impartial payment of tuition fee or other charges will result in the withholding of academic report, transcript, diploma, or certification.

### **2.3 School Hours**

All students are to be dropped-off by parents or guardian at the Administrative Office (front door). They are not to go directly to the Academic Building. All students will be checked in and hands cleaned with sanitizer liquid. Then students must proceed to their classrooms; they are not to loiter around the front office or playground areas. When the 8:00 A.M. bell rings, students, staff, and teachers stand up for the Morning Prayer and Pledge of Loyalty.

**At 8:00 A.M. sharp, all students must be present inside their respective classrooms before classes begin. The school day ends at 3:30 with after school program until 4:25 PM.**

**For the safety and security of all the students at Dominican International School Kaohsiung, the front gate will be closed at 8:40 a.m. and parents will be required to check in with the gate guard before entering.**

<b>School Hours</b>	8:00am to 3:30 pm (Mon to Fri)
<b>Lunch Break</b>	Kindergarten 11:00 -11:45 Elementary and Middle School 11:15 am to 12:15am
<b>Bus services</b>	Arrangement for bus service may be made directly with the school authorized bus drivers. The school is not involved in determining the bus rates, schedules, or collection of fees.

### School Campus Monitor / Supervision

The students must wait for their parents or guardians after dismissal time within the prescribed area of the school campus. Students are NOT free to roam the campus.

Kindergarten teachers or assistants will accompany their pupils until the parent or guardian arrives.

Bus riders are to walk via the corridors to the front office before proceeding to their designated bus. Students are not to cut across the parking lots directly to their bus.

Parents or guardians must make sure that the student is picked up at an appropriate time by 4:30 p.m.

Time			Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:00							
8:00 - 8:05	5		<b>ASSEMBLY</b>		Morning Prayers / Homeroom		
8:05 - 8:45	40	1	ASSEMBLY				
8:45 - 9:30	45	2					
9:30 - 9:45	15		BREAK	BREAK	BREAK	BREAK	BREAK
9:45 - 10:30	45	3					
10:30 - 11:15	45	4					
11:15 - 12:15	60		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:15 - 1:00	45	5					
1:00 - 1:45	45	6					
1:45 - 2:00	15		BREAK	BREAK	BREAK	BREAK	BREAK
2:00 - 2:45	45	7					
2:45 - 3:30	45	8	K - CM/ECA	LOW EL. CM/ECA	UP EL - CM/ECA	ECA -	M.S - CM/ECA
3:30 - 3:40	10		Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
3:40 - 4:25	45		<b>AFTER SCH</b>	<b>PROGRAM</b>	<b>FACULTY MTG</b>	<b>AFTER SCH</b>	<b>PROGRAM</b>



## 2.4 Attendance

### 2.4.1 Student / Parent Responsibility

All students are expected to attend classes promptly. Absence from school is one of the major causes for poor achievement. Regular attendance is a basic responsibility of the student and his/her parents.

Academic classes are to start immediately after Morning Prayer. All students **must** be present **in class at or before 8:00 A.M.** to participate in the Morning Prayer. On Mondays, all students are required to attend the Morning Assembly at 8:00 AM.

Parents or guardians should call the office between 7:30 and 8:00 AM if their child will be absent or tardy on that day.

### 2.4.2 Excused Absences

In order to be excused from a class to participate in an activity approved by the principal, the student must also have permission from the teacher of any missed class before the event.

In order to qualify for an excused absence, a doctor's statement may be required **especially if an illness lasts more than two days or more**. It is the student's responsibility to contact the teacher to obtain make the work up whenever he or she has an excused absence.

## 2.5 Tardiness, Absence, Truancy and Early Dismissal

A. Kindergarten schedule will begin with homeroom time and snacks (breakfast as needed) Academic schedule will begin at 8:30 AM with lunch break at 10:30 then an afternoon break after nap time and early dismissal at 3:30. Students that can not be picked up at that time will afterschool programs.

WEEK						
7:45 - 8:00	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00-8:05						
8:05 - 8:30	Assembly	Morning	Social	Develop.	Time	
8:45-9:30	PD CM/ECA				ART	
9:00 - 9:30	XXX					
9:30 -10:00						
10:00-10:30						
10:30-11:15	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
11:15-12:15	Nap Time	Nap Time	Nap Time	Nap Time	Nap Time	
12:15-1:30	Social	Develop	Social	Develop.	Social	
1:30-1:45	Snack Time	Snack Time	Snack Time	Snack Time	Snack Time	
1:45-2:15						
2:15-2:45						
2:45-3:15	PD CM/ECA					
3:15-3:30	End of	Day prep	End of Day	prep	End of Day	
3:30-3:40		Early	Dismissal	Early	Dismissal	
3:40-4:25	AFTER	-SCHOOL	FACULTY MTG	AFTER Sch	ACTIVITIES	

B. Grades 1 through 8 will follow the following schedule:

Time			Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:00							
8:00 - 8:05	5		Prayers	Homeroom	Prayers	Homeroom	Prayers
8:05 - 8:45	40	1	ASSEMBLY				
8:45 - 9:30	45	2					
9:30 - 9:45	15		BREAK	BREAK	BREAK	BREAK	BREAK
9:45 - 10:30	45	3					
10:30 - 11:15	45	4					
11:15 - 12:15	60		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:15 - 1:00	45	5					
1:00 - 1:45	45	6					
1:45 - 2:00	15		BREAK	BREAK	BREAK	BREAK	BREAK
2:00 - 2:45	45	7					
2:45 - 3:30	45	8	K - C.L. ECA	L. EL.C.L. ECA	UP EL.C.L. ECA	ECA .	M.S.C.L.ECA .
3:30 - 3:40	10		Early	Dismissal	Early	Dismissal	Early Dismissal
3:40 - 4:25	45		STUDY HALL	AFTER	FACULTY MTG	SCHOOL	PROGRAM

- 2.5.1 Tardy, for the 1<sup>st</sup> period only, students are to be in class by 8:00AM. Students that are tardy repeatedly during the quarter will have their department grade lowered for the quarterly reports. Excessive tardy reports will also affect any honors awards.
- 2.5.2 Absence for 1<sup>st</sup> period: Any students that arrive at school after 8:00 AM and before 2<sup>nd</sup> period, will be counted as an absent for 1<sup>st</sup> period (3 absences in a class period will be counted as 1 day absent and parents will be informed)
- 2.5.3 Late for class from 2<sup>nd</sup> period (and after), 5 minutes after the bell rings. Student's truancy repeatedly during the quarter will have their department grade lowered for the quarterly reports.
- 2.5.4 Sick leave: for safety reasons, we need a doctor's statement or a receipt from a clinic for an excused absence for each missed day.

### **A. Tardiness to School**

All students who arrive **to their classroom** later than 8:00 A.M. are considered tardy. Students who arrive late must have an authorized tardy slip obtained from the Administrative Office in the lobby in order to enter class.

**For safety for the students, parents or guardian must come into the Administrative Office to sign in their child(ren). This record from their parent or guardian is required to explain the tardiness.**

The teacher must indicate the time of arrival on the note to be returned to the Administrative Office. Excessive tardiness may result in detention period for students during recess time to get caught up on schoolwork. The location of detention is at the discretion of the teacher or administration.

Three marks for tardy later than 8:00 counts for one day of absence from school. Parents will be notified accordingly. On a third tardy later than 8:00, a conference will be held with the parents.

Admission to class is not allowed unless the student can show an admission slip from the Administrative Office, principal, administrative coordinator, curriculum coordinator, other teachers, or the clinic.

Students may obtain an admission slip from the reception desk only during the first 10 minutes of the first period. After that, the students will be automatically considered absent. Late bus issues will be handled through the front office.

### **B. Early Dismissal**

Students, who are sick or have personal appointments and need to leave the school early, must secure an early dismissal form from the Administration Office. The student will present a form first to the teachers (covering classes to be missed) then return the form to the front reception desk for clearance before departure. No early dismissal will be issued without the parent's acknowledgement and approval.

1. Absences for reasons such as illness, visa requirements, and family emergencies will entitle the student to ask for and submit make-up work.
2. It is the student's responsibility to contact teachers to obtain make-up work whenever he/she is absent.
3. Students returning to school after being absent must bring a written note (or official receipt) signed by one of his/her parents. The note is to be shown to the front office staff (e.g. secretary, curriculum coordinator) on the returning day for notation and then given to the homeroom teacher for filing. An absence is considered unexcused until a note giving a legitimate reason for the absence is brought to school

### **3.0 ACADEMIC POLICIES**

#### **3.1 Modified Curriculum**

DISK follows an American curriculum. A modified curriculum is constantly updated to ensure that it meets the needs of the students in Taiwan. The curriculum covers all major disciplines including art, computers, and Chinese.

#### **3.2 Textbooks**

Textbooks and workbooks are made available to each student. It is the responsibility of the students and families to care for these books. Families are required to make financial reimbursement for any damage, loss, or defacing of books.

#### **3.3 Homework**

All students will have the continued requirement of doing a sufficient amount of assigned homework. This, being an integral part of the child's learning process, should not be taken lightly.

Parents are asked to supervise all written and study assignments. A specific assignment notebook shall be required of the student and the class web sites will aid the parent-supervision.

#### **3.4 Grades and Reports**

There are four grading periods, two for each semester during the school term. A marking code is provided with each report card to aid parents in interpreting the student's grades.

#### **Marking Code & Reporting**

At DISK, student achievement is judged based on a broad spectrum of assignments that includes tests, essay/report writing, projects, performances, group activities, and other assignments designed by the teachers.

Grades 1-8 student's scores are to be inputted as they occur with notation of completion. DISK will use an online grade report system to allow students, parents and faculty to look at the current earned grades. Progress reports for students that are having problems and quarterly reports should be produced during the 5th and 9th week of each quarter. All reports and communication should be reviewed by the Curriculum Coordinator, Administrative Coordinator and the Principal prior to distribution.

#### **IEP Individual Education Program**

The development of a student's IEP involves both "process" (IEP meeting discussion) and "product" (written IEP documentation). This includes recommendations for DISK to consider regarding managing the IEP process including:

**Key Question:** Are there special factors that need to be considered to allow student(s) to benefit from their education?

Modified Grade Report To be completed by students teachers each quarter. Additional communication notations should be forward to the Principal, Administrative Coordinator and Curriculum Coordinator.

<b>Letter Grade</b>	<b>Point Equivalent</b>
A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	00-59

Upon completion of a course, if a student earns a D+ or below, the following letter code is used to elaborate on the student's standing: U (Unsatisfactory), I (Incomplete), and F (Failed); no credit is assigned to failing mark. All grades earned by a student are introduced in his records permanently. Students must see the curriculum coordinator or administrative coordinator in case they need to bring about a change in their course or class.

### **Examinations & Grading System**

<b>Area</b>	<b>Weight</b>
Department	10%
Class Participation/Seatwork	15%
Homework/Minor Projects/Portfolio	20%
Unit Tests/Major Projects	25%
Exams/Quarterly Assessments	30%

### **Academic Failure**

A student's overall grade is the average of his performance over the two semesters of the school year. Quarterly assessments / exams can only be taken during the scheduled period. The student's overall grade in a major subject area is the indicator of passing the course.

A failing grade in a major subject must be made up before the student can be promoted.

In the lower school, failure in two major subjects is grounds for retention. However, a failing student will be given a chance for make up through an arrangement with student's classroom teacher and the academic coordinator with approval by the curriculum coordinator and principal to complete a combination of projects and retests in the succeeding summer.

### **3.5 Requirements for Honors Recognition**

- A. Obtain a general average of at least 90 (A-)
- B. No grades below B - in any subject, including deportment
- C. No record of disciplinary rule infraction for the respective year
- D. No record of excessive tardiness (more than 3 per quarter)
- E. Matching success with standardized tests
- F. Taking a **Cumulative Objective Assessment** in the fourth quarter (covers year-round content per subject on a selective basis)

#### **3.5.1 Certificates/ Awards for Recognition**

Dominican International School Kaohsiung recognizes Kindergarten through Middle School outstanding students on a semester basis. The classroom teacher, subject teachers, academic coordinator, curriculum coordinator, and principal shall deliberate upon deserving students.

The following awards will be given to students who excel in academics, leadership, and deportment on end of school year's recognition day:

- a. Honor Recognition
- b. Academic Excellence (grade point average as stated above)
- c. Leadership Award
- d. Deportment Award
- e. Campus Ministry Award
- f. Most Improved Student
- g. Special Award (Christian Living, music, P.E., loyalty, and Chinese)

Special citation/recognition may be given to students for winning in external events (e.g. athletic activities or similar competitions)

## 4.0 Student Guide and Rules

### 4.1 Social Activities

Parents and students wishing to bring any treats for classmates (e.g. birthday cakes) during school hours should obtain permission from the classroom teachers in advance. Sweet (i.e. birthday cakes) products will be presented only in the afternoon snack time. It is preferred that treat be healthy and nutritious. If a student is allergic to any products please inform the office so class teachers can be informed.

### 4.2 Dress Code

Uniforms must be worn at all times except on special occasions announced by the administration of Dominican International School Kaohsiung.

- Formal uniform for girls are: ( see photo )
  - Blue jumper and white blouse with Dominican logo
  - Blue pants and white blouse with Dominican logo
  - Blue coat with logo for winter
  - Blue jacket with logo for winter
- Formal uniform for boys are: (see photo )
  - Blue shorts and White polo with Dominican logo
  - Blue pants and White polo with Dominican logo
  - Blue coat with logo for winter
  - Blue jacket with logo for winter
- Kindergarten students are allowed to wear casual (PE) uniform. Non-uniform warmer outer clothes may be worn as long as they do not demonstrate any excess images.
- Elementary Students Grade 1-5 and Middle School Grade 6 -7-8, must wear clothing that has been approved by Administration.
- **Monday, Tuesday and Thursday:** (Plus - Mass Celebration Days): Students are to come to school in formal uniforms.
- **Wednesday and Friday:** Students may come to school in their casual (sport) uniforms. If Mass or special celebration day is on Wednesday or Friday student should come to school in their formal uniforms. Students will be allowed to change into their sport uniform after the celebration is complete.
- On Wednesdays, students are to wear their PE uniform.
- On Fridays, students may wear their house sports day shirts.
- On the second Friday of each month students may wear personal clothing as long as it demonstrates good taste and does not show any inappropriate images.



- Students who come to school not wearing proper uniform will be asked to change and parents will be billed for the cost.
- Non-uniform jackets or sweaters must meet administration-approved style, color and image.

#### 4.2.1 **Preparatory and Elementary** (subject to the following restrictions):

- All clothes should be clean and neat in appearance.
- Only white underclothing should be worn under uniform shirts or blouses.
- Winter uniforms may be worn during the cold seasons. (Administration announcement)
- Non-Dominican cold weather jackets and/ or sweatshirts must be solid dark blue / black in color with no logo or marketing symbol or images that demonstrate inappropriate images may be worn while on campus.
- Hoods cannot be worn up (covering head) while on campus.
- Caps are only allowed during PE classes during sunny days. They are not allowed to be worn inside.
- Girls are prohibited from wearing large dangling adult earrings (>3cm long), nail enamel, makeup, or hair dye.
- Girls' hairstyle is to allow forehead and eyes to be seen. Long hair should be pulled back and fashioned into a ponytail or bun.
- Boys' haircut: The forehead and eyes are to be seen at all times. Their hairstyle is expected to be modest, clean, without hair dye, and well kept.
- Sports shoes may be worn if they are dark in color (black, brown, dark blue etc.)
- All students are expected to wear P.E. uniforms (see 4.2) and appropriate tennis/sports shoes during their P.E. class.
- All students are prohibited to show any tattoos or drawings either temporary or permanent on any part of their body. If they come to school they will be instructed to cover up or wash the marking off before being allowed to come into the classroom
- All students must enter and exit the school campus in their complete uniform, except on designated days.

#### 4.2.3 **Free -Dress Days** (non-uniform days)

Casual days (second Fridays is sport shirt day, Spirit day, special events, etc. ) as determined by Administration allows students to wear non-uniform clothing. No garments can display inappropriate design or statement. Students who come to school in non-appropriate clothing will be issued proper uniform attire and the cost will be billed.

#### **4.2.4 Good Grooming**

- Each student is expected to be neat and clean in his or her personal appearance at all times. The manner in which we present ourselves to others is part of our Christian training, which demonstrates respect for others as well as ourselves.
- Personal hygiene is also essential for good health and the prevention or spread of diseases.
- Students who come to school in non-appropriate clothing will be issued proper uniform attire and the cost will be billed.

#### **4.2.5 Toys and Sport Equipments**

Students are not allowed to bring toys to play with to school. If they are presenting (show and tell) items may be brought to school for the purpose of presentations and the teacher will return these items at the end of the school day.

Sport items such as basketball and soccer balls may be brought to school and used only during recess time and stored in the container by the dining room. These items are not allowed to be stored in the classroom to avoid possible misuse. These items should be used only with the permission of the student to whom they belong.

Items such as skate boards, roller blades (skates), bikes, pogo-sticks, ped-scooters or like items are not allowed to be used on campus at any time. (FOR safety issue)

## **5.0 STUDENT DISCIPLINE GUIDELINE**

### **5.1 Statement of Purpose**

The foremost responsibility of the teachers and staff is to create a safe environment where learning can occur. Students, parents, and staff need to work together to maintain order and discipline in the campus. The DISK Conduct and Discipline program reflects a deeply felt commitment to respecting and safeguarding human dignity and a desire to help students realize their full potential.

## 5.2 Personal Responsibility

The student must take responsibility for proper behavior. Likewise, a student must also take responsibility for inappropriate actions and accept the consequences. The school seeks the support and cooperation of the parents in working with students in all aspects of school life.

Should disciplinary action be necessary, the following people will be involved

Teacher/Staff Involved  
Classroom Teacher  
Counselor  
Administrative Coordinator / Curriculum Coordinator  
Principal

## 5.3 DISK Disciplinary System

While it is impossible to cover all disciplinary infractions that might occur, below is a list of guidelines. These disciplinary infractions are divided into three different levels according to the severity of offense. The consequences for these infractions are discussed later. It is also noted that the system is not accumulative. What transpires in one year is not held accountable in future school years and past discipline issues are only used as references and evaluation of trends.

### 5.3.1 Disciplinary Infractions:

#### **Level One –**

- a. Classroom rule violations (Chewing gum, Running in hallways, Littering, Tardiness, homework)
- b. Disruptive behavior
- c. Disrespect/defiance
- d. Dress code violations
- e. Minor cheating/copying of schoolwork
- f. Picking on, making fun of, others
- g. Possession of electronic devices

#### **Level Two –**

- a. Repeated Level One violations
- b. Bullying, Harassment/Hazing (picking on, making fun of, others)
- c. Failure to submit to disciplinary action
- d. Fighting/Assault/Injuring others
- e. Intentionally damaging school property - Intentionally damaging others' property
- f. Major cheating/copying of schoolwork
- g. Truancy

#### **Level Three –**

- a. Repeated Level Two violations
- b. Tampering with school documents
- c. Threat/physical assault

### 5.3.2 **Disciplinary Infraction Consequence**

The infraction consequences are designed to help students understand the severity of their actions. The school cannot permit certain actions and behaviors by students and the students must accept responsibility for their actions. Therefore, the DISK discipline system is organized in a manner to allow students to learn from their mistakes.

Behavior / Discipline issues will also be reflected in the House point system for positive and negative consequences.

#### **Level One (Yellow): Official Warning/Teacher-led Disciplinary Action**

The first person responsible to monitor student behavior is the classroom teacher. The classroom teacher will give most warnings. At this level, students may or may not be referred to the prefect of discipline. Students who are given official behavior warnings will have an official warning filed with the prefect of discipline. Three infractions notices lead automatically to level two. Level Two (Orange) includes: contact with parents/disciplinary referral/and disciplinary action

Teacher, staff, or prefect of discipline will fill out a “Discipline Referral” form. This form will be submitted to the Counselor. The prefect will contact the parents and meet with the student to determine a suitable disciplinary action. Three offenses at this level automatically lead to level two.

#### **Level Two (Orange): Contact Parents/Disciplinary Referral/Disciplinary Action**

Teacher, staff, or prefect of discipline will fill out a “Discipline Referral” form. This form will be submitted to the Counselor. The prefect will contact the parents and meet with the student to determine a suitable disciplinary action. Generally, a first offense at this level will constitute a detention, but this is at the discretion of the school administration. Three offenses at this level automatically lead to level three.

#### **Level Three (Red): Parent Conference/Administrative Action**

Level Three is the most serious of the discipline levels. Students may arrive here by accumulated offenses at level two or by committing serious (red level) disciplinary infractions. At this time, the prefect of discipline will notify the school principal of the offense and make a recommendation of disciplinary action. A conference will be held at the school with the parents, administrators, and homeroom teacher. Following this meeting, the school administration will make a decision on the disciplinary action for the student. Possibilities at level three are in-school suspension, out-of-school suspension, other penalties, and permanent expulsion from the school.

## **5.4 Additional Notices**

- A. It is the student's responsibility to be informed of the Dominican International School Kaohsiung discipline code. Ignorance is NOT an excuse for misbehavior.
- B. The location and time of detention will vary.
- C. In-school and out-of-school suspensions will be served at the discretion of the administration. The administration will determine the length and nature of the suspension. Students will be expected to collect assignments from their teachers in advance of the suspension when possible.

### **5.4.1 Cheating and Copying**

Cheating and plagiarism are major rule infractions and will be taken seriously by the school. Copying the work of others or published matter without referring to the source/author is plagiarism. If caught cheating or copying, students will receive a zero on the assignment and will be subject to further disciplinary action.

### **5.4.2 Bullying**

DISK believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

DISK will not tolerate behavior that infringes on the learning and safety of any student. A student shall not intimidate, harass, or bully another student through words or actions at any time. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

DISK expects students and/or staff to report immediately incidents of bullying to the principal or designee. Staff member who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campus, the school will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

**The Student Code of Conduct includes, but is not limited to:**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to report immediately incidents of bullying to the principal or designee.
- Students can rely on staff to investigate each complaint of bullying in a thorough and confidential manner promptly.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal, the curriculum coordinator or academic coordinator. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited, to the following:**

All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

## **6.0 DISK PROGRAM OVERVIEW**

As a private Catholic school, the Dominican International School Kaohsiung offers a comprehensive and modified American curriculum with emphasis on critical thinking, use of technology and integrated skills. The school provides an educational program that is both challenging and relevant to the multicultural fabric of the community. Our elementary school program fosters growth in all aspects of the child's life, cultivating students' curiosity, respect, responsibility and harmony. DISK promotes skills development in leadership, service and understanding for the diversity of cultures. Christian education is an integral part of the curriculum all throughout. Our international body of experienced teachers makes every effort in providing instruction that is up-to-date, student-centered and fun. The school life in DISK is enhanced through a rich program of integrated courses and activities that include educational outings as well as celebration of festivals and religious events.

## Pledge of Loyalty

I solemnly and sincerely pledge that I will be faithful and loyal to the Dominican International School Kaohsiung at all times.

I promise to always do my best  
and to fulfill all my duties and obligations,  
abiding by the school rules,  
and meeting the standards expected of me.

I will also care for and respect  
each member of the school community.

I will uphold its Christian values,  
its principles, and my belief in God,  
seeking His help in meeting this pledge.

## Dominican Hymn

O Rock of truth, O haven kissing hill,  
Beloved peak Dominican and bright  
For you we bend our often-errant will,  
For you we seek the sweetness and the light.  
We trace the stars in wonder and surprise,  
And look for beauty by a singing stream;  
To art and science, you have turned our eyes.  
To weave the mystic fabric of the dream.

To you O Alma Mater, hail!  
With you our dreams will never fail;  
For Dominic, the kind and wise,  
Shall lead us where our heaven lies.  
From pain and sin, we seek redress,  
May God our Alma Mater bless,  
From pain and sin, we seek redress,  
May God our Alma Mater bless!



**DOMINICAN INTERNATIONAL SCHOOL  
KAOHSIUNG, TAIWAN**

**Date:** \_\_\_\_\_

I, the undersigned, have read the rules and regulations with the corresponding disciplinary action(s) and agree to instruct my child \_\_\_\_\_ (full name) to abide by all rules and policies set down by the administration of the Dominican International School Kaohsiung.

I understand that if I withdraw my child/children: fees are only refundable accordingly to the policy in this handbook

*Please be aware that school attendance is not a factor in any aspect of tuition refund, and withdrawal must be completed in writing and may not be done via phone or email.*

\_\_\_\_\_  
Classroom/Homeroom Teacher

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parents/Guardian Name & Signature 家長 / 監護人姓名/簽名

\_\_\_\_\_  
Principal 校長