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## 1. INTRODUCTION

### 1.1 SCHOOL PROFILE

Founded	:	December 8, 1957
Former Name	:	Dominican School, Department of Defense School (D.O.D.)
Present Location	:	76 Tah Chih Street, Taipei 10464
Former Locations	:	Chang-An Tung Road, Liung Chung Street and Pei-An Road
Governed by :		The Dominican Sisters of the Institute of the Religious Missionaries of Saint Dominic, a congregation of Spanish origin with the Motherhouse in Rome, Italy
Curriculum	:	Modified American Curriculum

### 1.2 DIS HISTORY TIMELINE

Dominican International School is a Catholic, private, English medium school owned and governed by the Dominican Sisters. It was formerly a US Government contract (D.O.D.) school for the military dependents of the United States Forces in Taipei. The Sisters are members of the Institute of the Religious Missionaries of St. Dominic, a congregation of Spanish origin with the Motherhouse in Rome, Italy, when at that time their Provincialate House was located in Manila, Philippines.

#### September 1956

Permission from the Mother General is obtained to start a school, which will provide Catholic instruction and a good education to American dependents. The First School provides tuition for Pre-Kindergarten, Kindergarten and Grades 1 and 2. A small house in Chang-An Tung Road is rented for this purpose.

#### January 1957

His Excellency, Most Reverend Anthony Riberi, D.D., Apostolic Internuncio to China, blesses the school. The name, Dominican School, is suggested by Fr. Bain, Jesuit, who is a Chaplain of the US Armed Forces stationed in Taipei. Sister Nieves Tenderro, O.P., the first Dominican School Principal, along with three Filipino Sisters: Sr. Leonor Flores, Sr. Patrocinio Salonga and Sr. Enriqueta Gonzalez, start to teach the first 16 registered students.

#### June 1957

The number has grown to 76 students and two more Dominican Sisters from the Philippines join the Faculty.

#### August 1958

A larger house is rented in Liung Chung Street and Grade 3 is introduced. A team of American Educators (Superintendents of Schools) from Washington, DC arrive. They examine the teaching qualifications of the Sisters, the curriculum, teaching methodology and the textbooks used by the students. The American educators agree to

recognize the efforts of the sisters to provide an excellent education to American dependents. It results in the Dominican School becoming a US Government Contract School: D.O.D. (Department of Defense School).

#### 1959

A bigger building is rented. Three more grades, fourth, fifth and sixth, are introduced, and more Sisters arrive from the Philippines. A large property is purchased that becomes the permanent location of Dominican School.

#### August 4, 1959

A Dominican priest blesses the first cornerstone in a simple ceremony.

#### March 28, 1960

Classes start in the new school building.

#### April 30, 1960

His Eminence, Thomas Cardinal Tien, S.V.D., D.D. solemnly blesses the school.

#### 1961

Grade 7 and 8 students are admitted and additional Sisters come from the Philippines. The enrollment reaches 600.

#### 1967

The school is ten years old, enrollment reaches 800 and Grade 9 students are admitted for the first time.

#### 1979

With the withdrawal of the American Forces from Taipei, Dominican School becomes an international school that allows all nationalities to register. The modified American curriculum remains in place.

#### 1995

The Bureau of Education grants the school permission to offer complete High School courses.

#### 1999

The school has its first Senior High graduates. Students start to enter colleges/universities in Taiwan and abroad.

#### 2007

With the prominence of the Internet and technology in the 21st Century, DIS's initial electronic curriculum is completed. This new system makes the curriculum available online to all stakeholders. The development of the curriculum is an ongoing process. Full computerization of many important records, such as report cards and grades, which started in 2004, is now fully integrated into the daily operation of the school.

### December 2008

The gymnasium, cafeteria, and the west wing of the main building are demolished to make way for the construction of new school buildings that are more suitable for 21st Century education, making provision for advanced technology.

### June 2009

The groundbreaking ceremony for the new construction is blessed by Archbishop John Hung, S.V.D.

### August 2010

Construction of the new building starts.

### July 2013

Phase One, which includes classrooms, an audio-visual room, an art room, science laboratories, and a brand new library, is complete and new technology is installed.

### October 7, 2014

This date marks the day of blessing the newly improved sports field and introduction of the school's new Expected School-wide Learning Results (ESLRs), "D' TORCH". The acronym "D'TORCH" stands for *Dominicans are Truthful, Organized, Reflective, Courageous and Helpful*. It is launched at a celebration coinciding with the Feast of Our Lady of The Rosary.

### March 9, 2015

The Chinese New Year of the Sheep heralds with great joy the Blessing of the new image of "young" Saint Dominic, by Father Christopher Jerry L. Aytona, O.P., as our new landmark. The Young St Dominic symbolizes our continuous efforts to give more years of inspiring service to our school. He bears our ESLRs on the flames of the torch. These flames signify giving light to everyone in the same manner that we are taught by the Biblical verse, *"let your light shine before others, that they may see your good deeds and glorify your Father in heaven."* Matthew 5:14-16

### May 2, 2017

Dominican International School is granted full accreditation from ACS WASC for six years.

### December 8, 2017

Dominican International Schools celebrates its Diamond Jubilee, sixty years of dedication to our students and their education.

### Into the future...

Dominican International School continues to strive not only to provide excellent education to all students, regardless of race, color and creed, but also to provide service in the light and spirit of Saint Dominic.

## **1.3 PHILOSOPHY AND GOALS**

### **VISION**

We are an internationally competitive school that offers a holistic learning environment for multi-cultural and multi-lingual learners.

### **1-4 D.I.S. MISSION STATEMENT**

To provide a GOD-CENTERED EDUCATION based on the truth of Christian teaching, caring and valuing each person in our school community, respecting the different aspects of human culture and creation, preparing students, as decision makers, for a mature life of duties and responsibilities, equipped with spiritual and moral values, virtues, confidence, and wisdom essential for living in an ever-changing world.

### **1-5 GOALS**

- Maintain a student-centered class atmosphere where the teacher sets achievable expectations to enable students to pursue their dreams.
- Encourage exploration of the curriculum, using academic and technological resources to define the purpose of learning.
- Focus on creating a safe learning environment, where students feel accepted for who they are and confident in their learning process.

### **1-6 PHILOSOPHY OF CATHOLIC EDUCATION**

We adhere to the philosophy of Christian education, that, “a true education aims at the formation of the human person both with respect to his [her] 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, have a share.” (Vatican Council II, declaration on Christian Education, n.I)

### **1-7 DOMINICAN INTERNATIONAL SCHOOL PHILOSOPHY**

Dominican International School, mindful of the secular life and infinite divine guidance of every person, teaches the young to strive towards reaching their full potential in all aspects of human development. Dominican International School is governed with the belief that God is at the center of our lives, and that students should do their best to be living witnesses to Jesus Christ’s teachings. DIS recognizes and accepts that parents are the primary educators of their children, and values their help and cooperation.



## 1-8 SCHOOL-WIDE LEARNER OUTCOMES

### Truthful

- We are guided by the Gospel and universal values
- We center our lives on God's teachings
- We show respect to all



### Organized

- We set goals and pursue them to fruition
- We maintain a balance between a healthy body, mind and spirit
- We engage responsibly with the world, through a variety of resources

### Reflective

- We reflect upon our strengths and weaknesses
- We aim to respond, rather than to react
- We determine patterns, make connections, and think critically

### Courageous

- We are open and responsive to new and diverse perspectives
- We are willing to take risks and graciously accept results
- We communicate effectively

### Helpful

- We evaluate all decisions in the light of the common good
- We are compassionate and caring
- We respect and care for the environment





## 2. ADMISSION POLICIES FOR RETURNING/CURRENT STUDENTS

### 2-1-1 PROCEDURES FOR STUDENTS RETURNING TO DIS IN THE NEXT SCHOOL YEAR

1. The Registrar issues a document with a reply slip to the student's parent(s)/guardian. The reply slip should be signed and returned promptly to the school, indicating that the student will be returning to DIS in the next academic year.
2. Students return the reply slips to their Homeroom Teachers, who collect them on behalf of the Registrar.
3. Payment slips are issued to all returning students.
4. School fees are to be paid at ChangHwa Bank, Tah-Chih Branch (to the bank account number on the school fees slip). **A student may not attend classes unless the school fees have been paid.**
5. After making the payment, please submit the official receipt "FOR SCHOOL" as proof of payment to the Finance Office for validation.
6. If the parent's company pays the school fees, s/he should kindly submit the transaction slip/official receipt with the company name and stamp to the Finance Office to clearly verify unfamiliar accounts.

**Note:** According to Taiwan's law, the **original receipt** must be submitted to the Finance Office for validation of official enrollment.

### 2-1-2 Student Records

All student records are kept at the office of the Registrar.

- a. All the grades that were submitted by teachers are final.
- b. Certification of grades, studentship, and authentication of transcripts are done in this office and will be released after 3 days upon filling out a request form.
- c. Parents or students must come to the office to update their contact information.

### 2-1-3 Students who withdraw from DIS

- a) Inform the school **in writing** ahead of time in a letter addressed to the Principal.
- b) Students will receive a clearance form - a checklist to ensure that all textbooks and other materials belonging to DIS are returned before the student leaves. This includes an exit interview with the School Counselor. The Principal has to sign this form before any documents will be released by the Registrar.

## 2-1-4 School Fees

Private schools around the world, also known as independent schools, such as DIS, are not managed by local, state or national governments. Private/Independent schools instead, may select their students and are funded in whole or in part by the school fees charged to students, rather than relying on the government, as public schools do. Students may also get scholarships to enter into a private school depending on the student's educational achievement and parents' written application and proof of income statement.

## 2-1-5 Clearance

All students must submit clearance at the end of a school year, or when they withdraw, or transfer. Incomplete payment of school fees or other charges will result in the withholding of academic reports, transcripts, diplomas, or certification.

## 2-2 School Hours

The first bell rings at **7:55** to announce the beginning of the school day, when students must proceed to their classrooms. **Students have to clock in with their ID cards before 7:55.** As soon as a student clocks in, a message will be sent to the parent's mobile phone to alert him/her that the student has arrived safely at school. It also gives the parent a written record of the student's punctuality. **If a student forgets to bring his/her ID card s/he should go to the front desk in the Administration Building as soon as s/he arrives at school and report to the receptionist.** Parents must monitor their children's punctuality and make sure that the student brings his/her ID card to school for clocking in. **At 8:00 sharp, when the second bell rings, all students should be in their homerooms.** Students and teachers stand up for the Morning Prayer and Pledge of Loyalty.

<b>School Hours</b>	7:55 to 15:35 (Mon to Fri)
<b>Lunch Break</b>	11:30 to 12:15 for Lower School and 12:20 to 13:05 for Middle and High School

<b>Club Time</b>	<b>Fridays from 14:50-15:35</b>
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**Note:** When the 12:10 bell goes at the end of the Lower School lunchtime, or the 13:00 bell to end the High School lunchtime, students should return to their classes from the sports fields.

## 2-3 Attendance

### a. Student /Parent Responsibility

All students are expected to attend classes promptly. Absence from school is one of the major causes for poor achievement. Students and parents are responsible for his/her regular attendance.

All students **must** be present in class before 8:00 to participate in the Morning Prayers. On Mondays all students are required to attend the Assembly at 8:00. Parents/guardians should call the office between 7:30 and 8:30 if the student will be absent or tardy on that day.

### **b. Excused Absences**

To be excused from a class to participate in an activity, approval by the Principal is required **before the event**. All subject teachers and the homeroom teacher should be informed on **the day before** the event.

In order to qualify for an excused absence due to illness, a doctor's receipt or medical certificate is required, even if it is for one day. In any other emergency, please contact the school immediately. It is the student's responsibility to contact the teacher to obtain make-up work whenever he/she has an excused absence.

### **c. Absent from a Test or Exam**

If a student is absent during a test or exam, the student must bring a medical certificate or proof of an emergency on the day s/he returns to school. If a student fails to do so, s/he will be given a zero for the test/exam in question.

### **d. Absence for Reasons other than Illness and Minor Emergencies**

1. To be excused from school, to participate in an activity or family event, approval by the Principal is required at least **one week before** the event. All subject teachers and the homeroom teacher should be informed **one week before** the event. It is the student's responsibility to ask his/her teachers for make-up work for the duration of the absence. Permission for excused absences for reasons such as visa requirements (maximum five school days), health checks for serving in the military or family events, will not be issued without the written request from the student's parent/guardian, and signed permission from the Principal.

2. The Discipline Office will consider all emergencies on a case-by-case basis. In the event of an emergency, parent(s)/guardian(s) have to inform the Prefect of Discipline in person. Excused absence will be granted at the discretion of the Principal upon return of the student. Students returning to school must bring a written note (or official receipt) signed by one of his/her parents/guardian. Submit the note to the Discipline Office on the returning day for notation and then give it to the homeroom teacher for filing. Until the student brings a note with a legitimate reason for the absence, it will be considered unexcused.

## **2-4 Tardiness, Absence, Truancy and Early Dismissal**

### **1. Tardiness to School:**

- If a student arrives at school any time between 7:55 and 9:00 s/he will be considered tardy
- If a student arrives at school and does not punch in with an ID card, s/he will be considered tardy

Three times tardy to school, will be counted as **one day absent** and parents will be informed. On the occasion of a third tardy later than 9:00, a conference will be held with the parents. If a student is tardy **three** or more times in **one week**, or **five** or more times in **one quarter**, it will result in detention after school. The Homeroom Teacher will record all tardiness onto the electronic infraction record of the student.

**2. Tardiness to Class:** From the second period, should a student be 5 or more minutes late for a class, it will be counted as absence for that lesson. Three offences per subject over a period of one quarter, results in a yellow card and detention.

**3. Absent for Half a Day:** If a student arrives at school between 9:00 and 12:00, it is considered as half a day absent.

**4. Absent for a Full Day:** Any student who arrives at school after 12:00 is considered absent for the day.

**5. Sick leave:** For safety reasons, we need a doctor's receipt or a medical certificate for an excused absence, even for one day.

**6. Truancy:**

**a)** From the second period, should a student be absent from class and found to have deliberately avoided attending it, an orange card for truancy is issued.

**b)** Students who do not attend school on days set aside for special school activities, and who do not provide a medical certificate/doctor's receipt, or any other proof of a real emergency, will be regarded as truants and the appropriate disciplinary steps will be taken as set out in this Handbook.

**2-5 Absence during Assessment**

**1. Absent for a Quiz, Test or Exam (formal assessment)**

Students who are too sick to attend school on a day when there is formal assessment, should present the subject teacher with a valid medical certificate/doctor's receipt, or any other proof of a real emergency. Students who are unable to provide this evidence will automatically be given a zero score for the assessment.

**2. Absent when Required to Hand in Projects or Research Essays**

**a)** Students who are too sick to attend school on a day when they have to hand in projects should present the subject teacher with a valid medical certificate/doctor's receipt, or any other proof of a real emergency. Students who are unable to provide this evidence will automatically be given a zero score for the assignment.

**b)** Students who are too sick to attend school on a day they have to submit research essays should email the work to the teacher before the beginning of the lesson when students hand in the essay. Students who fail to do so and are unable to provide valid evidence that they were unable to email the work, will automatically be given a zero

score for the assignment. Email at the end of the school day, or in the evening of the school day on which the assignment had to be submitted, will also result in a zero score.

## 2-6 Procedures

### A. Tardiness to School

All students who are in class later than 8:00, or after the morning prayers have begun, are considered tardy. A phone call from their parent/guardian is required to explain the tardiness, to avoid detention.

The teacher will note down the time of arrival in the electronic data base for discipline infractions. In the event that a student arrives late because of the school bus, he/she should go directly to class and will not require a warning.

Students who arrive late must have an authorized admission slip obtained from the reception desk in the lobby in order to enter a class.

**B. Tardiness to class** is non-excusable, unless the student can show an admission slip from the Principal, teacher, Prefect of Discipline or the Clinic.

Tardiness for an excessive length of time is regarded as an unexcused absence at the teacher's discretion. Teachers will record all unexcused tardiness online and issue a yellow card after the third time.

### C. Early Dismissal

Students who are sick, or have personal appointments and need to leave the school early, must secure an excuse slip from the Prefect of Discipline, or the School Nurse. No early dismissal will be issued without written and signed permission plus a phone call from parents/guardians, or parents/guardians have to see the Prefect of Discipline in person when collecting the student. **Parents/guardians must pick up their children in person or give written permission to a designated family member to collect children from school. NO student is allowed to leave by him/herself.**

## 3. ACADEMIC POLICIES

### 3-1 A Modified Curriculum

DIS follows a curriculum that ensures articulation into North American universities. The DIS curriculum also provides students admission opportunities for many other universities internationally, depending on requirements from different countries and universities. In addition, the curriculum is constantly updated to ensure that it meets the needs of the students in Taiwan. The DIS curriculum offers a variety of electives, as well as Advanced Placement (AP) courses for students who would like to challenge themselves academically, and who need AP courses for articulation into European universities.

### **3-1-1 EAL (English as an Additional Language) and EAP (English for Academic Purposes) Programs**

DIS offers an EAL program for grade 2-8 and EAP for grades 9 and 10. These programs support students who enter DIS with a need for English proficiency development. The EAL and EAP courses are student-centered and activity-oriented, offering students ample opportunities for listening, speaking, reading, and writing, with a sharper focus on enhancing literacy. Skills development is aimed at language acquisition and upgrading the student's English proficiency. EAL/EAP classes help students with their coursework, but the main purpose of these classes is to support the students' development of proficiency in English. Students are tested on the WIDA system for placement, and students in the program are tested annually for progress and proficiency.

## **3-2 LEARNING RESOURCES AND TEXTBOOKS**

### **3-2-1 Lower School**

Printed and electronic learning resources are purchased by parents/guardians of Lower School students and they remain the property of the student.

### **3-2-2 Middle and High School**

The majority of textbooks and workbooks are made available to students, but remain the property of the school. Any damage, defacing, or loss of books will require financial reimbursement. All books must be returned as a clearance requirement. The English Department may require parents to purchase workbooks which remain the property of the student, in which s/he will be able to write notes, and do homework and classwork.

### **3-2-3 Advanced Placement**

AP courses have specific prerequisites and requirements, but all interested students must comply with the general requirements for AP courses. Students interested in AP courses are encouraged to consider taking regular classes in prior years where these are available.

General requirements for all AP courses:

1. Minimum average of B- in the subject area or any subject related to the AP course
2. Applicants should not have a failing grade in any subject
3. Teacher recommendation (subject teacher preferably, if not possible, homeroom teacher)
4. IOWA /SAT scores on level or above
5. Passing of an entrance test

Students are not allowed to change their choice of AP subject after the deadline set by the school. However, if a student feels that the subject matter is too challenging, s/he may drop the AP subject and return to the regular class. This decision should be made within the first weeks of the first quarter. Students will not be allowed to drop an AP subject after the first quarter exam.

**Please note:** no refunds will be given when an AP course is dropped.



All printed and electronic learning resources are purchased by the AP student and become his/her property.

### 3-3 Homework

All students have to complete assigned homework by a given date. Homework is an important component of grades calculation, an integral part of a third of the quarter grade, and should therefore not be taken lightly. Students who hand in homework late without valid proof of an emergency, will lose 40% of the grade for the assignment on first day it is late, and a further 10% per day after that. Being absent from school is not an excuse for handing in homework late. Homework can be submitted electronically.

Parents should supervise all written and study assignments. Online communication ensures that students and parents have access to homework assignments. Parents should join and regularly consult Google Classroom for every subject.

### 3-4 Grades and Reports

There are four grading periods, two for each semester during the school term. An explanation of the letter code is provided on each report card, to aid parents in interpreting the student's grades.

### 3-5 GPA Correlation

At DIS, student achievement in the High School is evaluated by using a variety of assessment methods. Grading scales follow a GPA system. The GPA system and its correlation with the letter and number grade is tabulated below:

Letter Grade	Numeric Grade	Regular Course Grade Point	AP Course Grade Point
A	95-100	4.0	5.0
A-	90-94	3.7	4.7
B+	87-89	3.3	4.3
B	84-86	3.0	4.0
B-	80-83	2.7	3.7
C+	77-79	2.3	3.3
C	74-76	2.0	3.0
C-	70-73	1.7	2.7
D+	67-69	1.3	2.3
D	64-66	1.0	2.0
D-	60-63	0.7	1.7
F	00-59	0.0	0.0

**All grades earned by a student are recorded in his/her records permanently.**



### 3-6 Examinations and Grading System

The school administers quarter exams four times a year. Students' grades in each subject are weighted according to the following system:

Area	Weight
Tests and Quizzes	30%
Homework/seatwork/projects	30%
Quarter Exam	30%
Department	10%

90% Academic assessment and 10% department make up the final quarter grades. An average of the final results of the four quarters comprises the final, annual grade.

**Note:** For Religious Studies, Department grades make up 50% of the final grade and academics the other 50%. Academic grades are calculated as follows: 1/3 for homework and seatwork, 1/3 for tests and quizzes and 1/3 for the quarter exam.

For the Department Rubric, please see Addendum 1

### 3-7 Academic Failure

- Students' overall grades are the average of their performance over the two semesters of the school year. Students can only sit for quarter exams during the scheduled exam period. A student's overall grade in a subject area is the indicator of passing the course.
- A failing grade in any subject must be made up during June and July before the student can be promoted. A student who fails the same grade for the second time will not be allowed to register at DIS for the next school year.
- Failure in two subjects is grounds for retention.
- A student who fails the same subject in two consecutive years will not be allowed to register at DIS in the next school year.
- Students in graduation or promoting classes should **pass all their subjects** to be promoted.

**Please Note:** Students in the above categories will be on academic probation for the next school year.

### 3-8 Recognition of Excellence

Ranking is based on a student's general average, not the Grade Point Average

### 3-8-1 Requirements for AP Awards (as set out by College Board):

- ✓ **DIS AP Scholar**  
Granted to students who receive scores of 4 or higher on any AP Exam.
- ✓ **DIS AP Scholar with Distinction**  
Granted to students who receive an average score of at least 3.25 on all AP Exams taken (minimum of three exams) with NO scores below 3.
- ✓ **DIS AP Scholar with Honor**  
Granted to students who receive an average score of at least 4 on all AP Exams taken (minimum of three) with NO scores below 3.

### 3-8-2 Requirements for Young Honors Society

At the end of every quarter the three top ranking students in each homeroom are awarded Young Honors Society Certificates, on condition that they meet all the requirements. Other students who meet the requirements receive Certificates of Recognition.

Students are eligible for this award if they

- Obtain a general average of at least 92% (A-)
- No grades below B+ (87%) in any subject, including Department for regular subjects, and no grades below 84% (B) for AP subjects, but Department will remain at 87%
- No record of disciplinary rule infraction for the quarter.

**Note:** Even if students rank amongst the first five in their class and they do not meet the requirements, they will not receive certificates.

### 3-8-3 Requirements for Honors/Distinction and Other Awards for Graduating Students

The school may offer **Honors** and **Distinction** awards, but a student cannot obtain both at the same time.

#### A. Distinction Awards

To qualify for Distinction awards, candidates should have been a student at DIS for the last two years and should have completed the entire course in no more than the number of curriculum years so prescribed and should never have incurred any failure.

- a. The initiative in graduation with distinction will lie with the teachers teaching the student concerned and must be approved by the Principal/Directress.
- b. To graduate "with distinction," a student must obtain a general average of at least B or higher, including Department, at the time the student graduates.
- c. This award is not given by ranking the top students, but it recognizes academic excellence.

#### B. Honors Awards

To qualify for Honors awards, candidates should have been a student at DIS for the last four years in High School and two years in Middle School respectively. Candidates should

have completed the entire course in no more than the number of curriculum years so prescribed and should never have incurred any failure.

- a. At the end of the school year only the students who meet all the requirements will get awards.
- b. The Valedictorian is the highest ranking candidate, and the Salutatorian achieves the second highest ranking.
- c. The requirements for Honors will not consist of only the accomplishment of a stipulated grade point average, but will also include a definite standard of excellence in scholarship, with specific evidence of ability to accomplish independent and original work. The student must participate fully in other campus activities as well.
- d. To qualify for Honors, a student must obtain a general average of at least B+, including Department, during the total years of calculation.
- e. To determine the rank of each candidate, the following criteria will be observed:

✓ Academic	70%
✓ Department	20%
✓ Extra-curricular	10%

### C. Other Awards

**a) Subject Merit Award:** Meritorious graduating students in subject areas receive awards where the subject teacher recommends them – no more than three per subject, except for 21<sup>st</sup> Century Project Base Learning where teamwork is an integral part of the subject and an entire team could receive subject merit awards.

**b) Loyalty Awards** are given to Grades 8 and 12 only:

Gold – Students who attended from K 1 up to Gr. 8/12

Silver – Students who attended from K 2 up to Gr. 8/12

Bronze – Students who attended from Gr. 1 up to Gr. 8/12

**c) D'TORCH Awards:**

i. The two students (one male, one female) who exhibit all the qualities of the D'TORCH, receive medals for this very high honor.

ii. Two students each (one male, one female) receive medals for exhibiting the qualities that prove they are

TRUTHFUL  
ORGANIZED  
REFLECTIVE  
COURAGEOUS  
HELPFUL

### 3-8-4 Requirements for Honors and Other Awards for Non-Graduating Students (Recognition Day)

**Subject Merit Award:** Meritorious students receive an award in subject areas where the subject teacher recommends them – no more than three subject certificates per grade level.

## 4. STUDENT GUIDELINES AND RULES

For rules not specified in the Student Handbook, students have to abide by the decisions made by the administration and faculty.

### 4-1 Prayers

School-wide prayers, including the morning prayers and the Angelus, should be respected. All classroom activities stop and students stand while the prayers are being said.

### 4-2 Social Activities

Parents and students wishing to bring any treats for classmates (e.g., birthday cakes, drinks) during school hours, should obtain permission from the homeroom teacher and the Prefect of Discipline two days in advance.

### 4-3 Dress Code

1. Students must wear uniforms at all times, except on special occasions announced by the School Administration.
2. Only white underclothing should be worn under uniform shirts or blouses.  
No printed t-shirts are allowed.
3. Girls are not allowed to wear more than one pair of, or dangling, adult earrings. Earrings can only be worn in earlobes. No earrings are allowed on any other part of a student's ear. No earrings are allowed for boys. No nose rings, tongue rings, eyebrow rings or lip rings are allowed for boys or girls. Nail enamel, make-up, and unnatural hair colors are also prohibited. Large rings and other ornate jewelry are not allowed for girls or boys.
4. Boys' haircut: The forehead must be seen. The hair must be short at the back and sides (should not cover the ears and/or collar) and the hairstyle is expected to be modest. No hair gel is allowed.  
All students: No asymmetrical hair styles or shaven heads are allowed. Students are no allowed to have unnatural hair colors (for example blue, green, pink and gray).
5. Sports shoes/sneakers are not permitted, except with P.E. uniforms.
6. All students are expected to wear P.E. uniforms and predominantly white or black sports shoes/sneakers, during their P.E. classes.

7. All students are prohibited to have tattoo/s, either temporary or permanent, on any part of the body. No visible piercings are allowed.
8. Middle and High School students must enter and exit the school campus in their complete uniform. No student is allowed to wear his/her P.E. uniform outside of P.E. lessons, or at dismissal time when leaving campus for home.
9. Student I.D. should be worn at all times while on campus

#### **44-3-1 Pre-school, Lower, and Middle School Uniform**

- ✓ Boys wear white, long/short-sleeved shirts with the school badge and long/ short, dark blue trousers.
- ✓ Girls wear white, long/short DIS shirts and navy blue sweaters.
- ✓ Preparatory students are recommended to wear white (girls)/black (boys) DIS uniform socks with the D'TORCH logo with velcro-strapped black shoes and elementary/middle school students must wear solid black leather dress shoes. In winter, girls may wear winter weight black pantyhose or white knee-high socks. No black leggings and socks are allowed. White winter socks may **not** be pulled up over the knees.
- ✓ Winter sweaters with the school logo and other approved insignia can be worn by students in cold seasons.
- ✓ Sports shoes/sneakers and school designated P.E. uniforms are required to be worn in P.E. classes.

#### **4-3-2 High School Uniform**

- ✓ Boys wear white, long/short-sleeved shirts with the school badge, blue ties, and long navy blue trousers.
- ✓ Girls wear white, long/short sleeved DIS blouses, blue neckties, and navy blue pleated skirts (length should be 2 inches below the knee).
- ✓ Girls wear white DIS D'TORCH uniform socks in summer with solid, black, leather dress shoes. In winter, girls may wear winter weight black pantyhose or white knee-high socks. White winter socks may not be pulled up over the knees.
- ✓ Boys wear black DIS D'TORCH uniform socks with solid, black, leather dress shoes.
- ✓ Winter sweaters with the school logo and/or other approved insignia can be worn by students in cold seasons Only plain, white scarves are allowed.
- ✓ Sports shoes/sneakers and school designated P.E. uniforms are required for P.E. classes.
- ✓ No hats, headgear, or any head covering, except when approved by the Prefect of Discipline/Principal will be allowed.

#### 4-3-3 Free Dress Days

Whenever free dress (no school uniform) days are granted on special occasions, students should dress in accordance with the standards of Christian modesty and neatness. This dress code applies to ALL school activities, even during weekends, and on school trips and outings.

- ✓ No dresses, tops, t-shirts, or shirts, without sleeves are allowed;
- ✓ No shorts above the knees are allowed, even if leggings are worn underneath them;
- ✓ No skirts/dresses above the knees are allowed;
- ✓ Tight, revealing or transparent clothing is not allowed;
- ✓ Leather pants; leggings; stretchy, skin-tight jeans, and yoga pants are forbidden unless the student is wearing a knee-length shirt, coat, jacket, or skirt over it;
- ✓ Ripped jeans are forbidden;
- ✓ Sweaters tied around the waist over skin-tight attire are not allowed;
- ✓ Short skirts over skin-tight pants or leggings are not allowed;
- ✓ T-shirts with inappropriate images and/or profanities are strictly forbidden.

#### 4-3-4 Good Grooming

Each student is expected to be neat and clean in their personal appearance at all times. The manner in which we present ourselves to others is part of Christian training. Personal hygiene is also essential for good health and the prevention or spread of diseases. Students with lice/nits will not be accepted in class until their hair has been checked “clean” by school personnel.

- ✓ Students must always be in complete uniform, with school I.D.
- ✓ Students’ uniforms must be ironed and not wrinkled.
- ✓ Students’ hair must look tidy.
- ✓ Ears and finger nails must be clean.

#### 4-3-5 Appointments with Teachers

If a parent wants to meet with a teacher/member of staff/administrator they should contact the Administrative Assistant to **make an appointment**. Meetings are only allowed to take place **on campus, in the meeting room. No off-campus meetings are allowed.**

#### 4-3-6 Appropriate Dress for Parents Visiting the School

A modest appearance is expected from parents who visit the school, to set an example for the students. Appearance is a reflection of one’s personality and attitude towards the school. The following should be avoided in an educational environment:

- Short shorts and skirts. They are inappropriate; knee-length pants and skirts are acceptable in an environment where teenage learners are educated
- Sleeveless shirts for men and women
- Tight, revealing, or transparent clothing
- Leather pants; leggings; stretchy, skin-tight jeans, and yoga pants. They are inappropriate unless the parent is wearing a knee-length garment over them.
- T-shirts with inappropriate images and/or profanities are definitely taboo.



#### 4-4 CLASSROOM PROTOCOL

Students are not allowed to enter a classroom **without** a teacher.

If a teacher is not present, students have to line up outside the classroom and **wait for the teacher to arrive**.

At the end of the lesson, students should wait to be formally dismissed and leave before the teacher.

Students must leave rooms clean and orderly with nothing left under the desks.

#### 4-5 USE OF ELECTRONIC DEVICES

##### 4-5-1 Mobile Phones

Students are **not allowed to use any kind of mobile phone at all while on the campus**, unless they have permission from the teacher. **Mobile phones should be kept in students' bags/satchels at all times**. If a student uses a mobile phone in the restrooms or hallways at any time of the day, the phone will be confiscated and handed over to the Prefect of Discipline. In case of emergency, a student will be given the opportunity to call his/her parents from the Administration Office.

##### 4-5-2 Laptop and Tablet Computers

**Middle School students** are allowed to use these devices in class, only when the teacher has instructed students to bring them to school.

**High School students** are allowed these devices on condition that they are kept on the desk during the lesson and used for educational purposes alone, if so intended by the teacher.

##### 4-5-3 Other Electronic Devices

**NO** other electronic devices are allowed on the school premises. If a student breaks this rule, the device will be confiscated and released to parents/guardians only. This includes smart watches. **No smart watches are allowed in exams**.

##### 4-5-4 Public Displays of Affection

Being overly affectionate in school is not in good taste and will not be allowed. The school recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behavior on campus, or at school related events and activities. Students are expected to show good taste and conduct themselves modestly and appropriately at all times.

Lewd and/or inappropriate Public Displays of Affection such as kissing, inappropriate touching and hugging, sharing the same chair and so on, will result in a parent meeting and possible further disciplinary action if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste, modesty and respect for others are the guidelines for appropriate behavior.



## 5. 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 on the campus. The DIS Conduct and Discipline program reflects a firm commitment to respecting and safeguarding human dignity and a desire to help students realize their full potential.

### 5-2 Personal Responsibility

Every student must take responsibility for his/her 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. **For violations not specified in the Student Handbook, students and parents have to abide by the decisions made by the administration and faculty.** Should disciplinary action be necessary, the following persons will be involved in the process:

- ✓ Teacher/Staff Involved
- ✓ Homeroom Teacher
- ✓ Prefect(s) of Discipline
- ✓ Administrators
- ✓ Vice-Principal
- ✓ Principal
- ✓ School Counselor(s)

### 5-3 DIS 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 four different levels according to the severity of offense. The consequences for these infractions are discussed later. For violations not specified in the Student Handbook, students have to abide by the decisions made by the administration and faculty.

#### 5-3-1 Disciplinary Infractions and Consequences

The infraction consequences are designed to help students understand the severity of their actions. The school cannot permit student actions and behaviors that infringe on the safety and security of themselves and others. Students must accept responsibility for their actions, therefore the DIS disciplinary system is organized in a manner that allows students to learn from their mistakes.

### **Level One: Recorded Misconduct**

Teachers monitor student behavior, and give the majority of warnings. At this level, students may or may not be referred to the Prefect of Discipline, but the teacher will give a verbal warning and enter it onto an electronic infraction record. **Three** verbal warnings entered onto the student's infraction record, will lead to Level Two of the Disciplinary System.

### **Level Two (Yellow): Official Warning/ Disciplinary Action**

At this level, students will be referred to the Prefect of Discipline.

- i. Students who are given official behavior warnings, get an "Official Warning" (yellow card) filed with the Prefect of Discipline.
- ii. Students who get a yellow card will be given one hour's detention for every yellow card, up to three yellow card infractions. One infraction = 1 hour in detention.
- iii. **Three** infraction notices lead automatically to level three.

**Note:** For violations not specified in the Student Handbook, students and parents have to abide by the decisions made by the administration and faculty.

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

- i. The teacher, staff member, or Prefect of Discipline will fill out a "Discipline Referral" form.
- ii. This form will be submitted to the Prefect of Discipline.
- iii. The Prefect of Discipline will contact the parents and meet with the student to determine suitable disciplinary action.
- iv. Generally, a first offense at this level may constitute two visits to detention, but action is at the discretion of the school administration.
- v. **Three offenses at this level automatically lead to level four (red card).**

**Note:** For violations not specified in the Student Handbook, students and parents have to abide by the decisions made by the administration and faculty.

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

Level Four is the most serious of the discipline levels. Accumulated offenses at level three, or committing serious (red level) disciplinary infractions constitutes level four.

- i. The Prefect of Discipline will notify the Principal of the offense and make a recommendation for disciplinary action.
- ii. A conference will be held at school with the parents, administrators, homeroom teacher, and other teachers involved.
- iii. Following this meeting, the school administration will make a decision about the disciplinary action for the student.
- iv. Possibilities at level four are in-school suspension, out-of-school suspension, instructing the student to find a permanent alternative learning environment, or other penalties.

- v. At the least the student will be given one hour's detention per week, per infraction, for nine weeks or one quarter.
- vi. Should this situation arise at the end of the quarter, the student will do the detention in the next quarter.

### DISCIPLINARY INFRACTION SYSTEM

LEVEL	INFRACTION	CONSEQUENCES
<b>1</b> <b>Recorded Misconduct</b>	<ul style="list-style-type: none"> <li>✓ All Classroom Rule violations</li> <li>✓ Dress code violations</li> <li>✓ Chewing gum</li> <li>✓ Late to class</li> <li>✓ Speaking another language (not English)</li> <li>✓ Sleeping in class</li> </ul>	<p>Teacher-led disciplinary action:</p> <ul style="list-style-type: none"> <li>✓ Students may or may not be referred to the Prefect of Discipline</li> <li>✓ a verbal warning will be given</li> <li>✓ entered onto an electronic infraction record</li> <li>✓ three verbal warnings entered into the student's infraction record, will lead to Level Two of the Disciplinary System.</li> </ul>
<b>2</b> <b>Yellow Card</b>	<ul style="list-style-type: none"> <li>✓ Running in hallways</li> <li>✓ Disrespect</li> <li>✓ Littering</li> <li>✓ Unauthorized use of the school's elevator</li> <li>✓ Unauthorized use of electronic devices - plus confiscation of the device</li> <li>✓ Tampering with a teacher's desk or computer</li> <li>✓ Inappropriate touching</li> <li>✓ Three times late for school</li> <li>✓ Disruptive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Prefect of Discipline is notified</li> <li>✓ One hour's automatic detention for every yellow card up to three yellow card infractions</li> <li>✓ Three Infraction Notices lead automatically to Level Three ( Orange Card)</li> </ul>
<b>3</b> <b>Orange Card</b>	<ul style="list-style-type: none"> <li>✓ Three Yellow cards</li> <li>✓ Cheating and Plagiarism</li> <li>✓ Bullying</li> <li>✓ Fighting</li> <li>✓ Firecrackers/Fireworks on campus/Stink Bombs</li> <li>✓ Racial slurs</li> <li>✓ Gang membership or affiliation</li> <li>✓ Intentionally damaging property</li> <li>✓ Tobacco use</li> <li>✓ Truancy</li> <li>✓ Swearing at a teacher</li> </ul>	<ul style="list-style-type: none"> <li>✓ Two hours' detention for every orange card</li> <li>✓ Discipline referral filed with Disciplinary and Principal</li> <li>✓ Parents are contacted</li> <li>✓ Student receives disciplinary action from Disciplinary, which can include probation</li> </ul>

LEVEL	INFRACTION	CONSEQUENCES
4  <b>Red Card</b>	<ul style="list-style-type: none"> <li>✓ Continuous defiance of authority</li> <li>✓ Cheating in Quarter Exams</li> <li>✓ Cheating in formal tests and quizzes</li> <li>✓ Plagiarism – Formal allegation</li> <li>✓ Forgery</li> <li>✓ Bomb threat</li> <li>✓ Burglary/theft/robbery</li> <li>✓ Illegal drugs (possession or use)</li> <li>✓ False fire alarm or</li> <li>✓ Prank call to fire/police/ambulance</li> <li>✓ Possession or use of a weapon</li> <li>✓ Sexual assault</li> <li>✓ Tampering with school documents</li> <li>✓ Threat/physical assault</li> <li>✓ Defamation of the school</li> <li>✓ Any other unlawful action</li> </ul>	<ul style="list-style-type: none"> <li>✓ Notify the Principal</li> <li>✓ Disciplinarians involved make a report and referral to Heads</li> <li>✓ Conference with Principal, parents, Heads, and involved teacher(s)/staff</li> <li>✓ Team decision regarding the student's future in D.I.S.</li> <li>✓ DIS have the right to inform/request assistance from the appropriate governmental authorities (Police, Fire Brigade, Medical Services)</li> </ul>

**Note:** For violations not specified in the Student Handbook, students and parents have to abide by the decisions made by the administration and faculty.

#### 5-4 Additional Notes

It is the student's responsibility to be informed of the Dominican International School discipline code. Ignorance is NOT an excuse for misbehavior. Parents should familiarize themselves with this Handbook and understand the consequences their son/daughter faces if s/he does not abide by the school rules, or make him/herself guilty of inappropriate conduct/continuous bad behavior.

##### 5-4-1 Detentions

Detentions will be held on assigned days after school for fifty minutes, from 3:40-4:30 PM. The Prefect of Discipline will announce the venue for the detention. Students in detention could be asked to help out with tasks around the school, such as assisting the ground staff with gardening, helping the librarians, assisting with the setting up for special events, or assistance in the Administration Office. NO service learning hours will be given for tasks performed during detention.

**Note:** Students who do not provide a medical certificate or other proof of an emergency when they are absent from a detention, will automatically be given a red card, which could lead to probation, in-school suspension, out-of-school suspension, or instructing the student to find a permanent alternative learning environment, or other penalties.

## 5-5 Other Discipline Measures

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.

Suspension from extra-curricular activities will be served at the discretion of the administration, if the student's behavior is a disruption to the learning environment of others.

## 5-6 Cheating, Plagiarism and Forgery

### 5-6-1 Cheating and Plagiarism

It is the policy of DIS to have clear consequences for students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of subjects they are taking. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and teachers are based, and is unacceptable conduct. Students who engage in cheating or plagiarism may be given a Red Card - Level Four infraction. It may also lead to a lowered or failing grade in a subject; and the possibility of an additional administrative sanction, including probation, suspension, or permanent change to an alternative learning environment.

### Definitions of Cheating and Plagiarism

**i. Cheating:** obtaining or attempting to obtain credit for academic work by using dishonest means.

Cheating at DIS includes, but is not limited to:

- ✓ Copying, in part or whole, from another's examination paper.
- ✓ Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the subject teacher during an examination;
- ✓ Employing a tutor, or getting a parent to write a paper or do an assignment; paying someone to write an essay for a student.
- ✓ Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

### ii. Plagiarism:

Plagiarism is:

- a) Purposely incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and
- b) Representing another's intellectual work such as photographs, paintings, drawings, sculpture, or research, or the like as one's own.

## 5-6-2 Resolution of Plagiarism/ Cheating Issues

**a) Informal Resolution:** An informal resolution is an agreement between the teacher and the student to resolve an allegation of cheating or plagiarism between themselves. This may result in the student either redoing the assignment, or being given a reduced or zero score for the task in question. The final phase of the informal resolution process is the completion of a record of the informal resolution which is then signed by both the teacher and the student. This record will be kept on file and the Prefect of Discipline will be notified.

**Please Note:** This does not apply to exams, formal tests and quizzes. In case of cheating in exams, formal tests or quizzes, the teacher will follow the guidelines for a formal resolution of the incident.

### b) Formal Resolution

A formal procedure occurs when

- ✓ the teacher catches a student cheating in an exam, formal class test or quiz;
- ✓ the teacher and student are unable to reach agreement on an alleged violation and informal sanctions;
- ✓ the teacher believes that the alleged violation is of a particularly serious nature as to warrant formal proceedings;
- ✓ the offence is repeated.

A formal allegation of cheating and plagiarism is a Red Card (Level 4) infraction and will be dealt with in the same way as with other Level 4 infractions. It can result in a zero score for that particular test or task and the possibility of an additional administrative sanction, including probation, suspension, or asking the student to find a permanent, alternative learning environment.

## 5-6-3 Forgery

**Definition:** Making a false or misleading written communication to a staff/faculty member with either the intent to deceive her/him, or under circumstances which would reasonably be calculated to deceive the staff/faculty member.

Producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record electronically or manually.

This will be dealt with as a **Level 4 infraction** and formal procedure as for cheating and plagiarism will be followed.

## 5-7 Continued Incurability

**Definition:** Repeated and varied breaches of the rules and regulations of the school that has resulted in numerous discipline referrals/incidents which disrupt the learning environment and/or school operation.

An administrative effort to correct the student's inappropriate behavior and actions through documented interventions, parental communications and/or conferences, counselling and progressive discipline measures has not proven successful. Continued



Incorrigibility will lead to probation, out-of-school suspension and eventual permanent change to an alternative learning environment.

**Note:** At DIS we regard a child's education as a parent-school partnership. If a student repeatedly and variably breaches the rules and regulations of the school, and it has resulted in numerous discipline referrals/incidents which disrupt the learning environment and/or school operation, and the parent(s)/guardian of the student refuses to communicate with/have a conference with the Discipline Office, teachers and Principal, it will also lead to probation, out-of-school suspension and eventual permanent change to an alternative learning environment.

## 5-8 Bullying

### a) Definition and Scope of Bullying

Bullying or harassment is any gesture, or written, verbal, graphic, or physical act, including electronically transmitted acts - i.e., cyberbullying, through the use of the Internet, cell phones, or any other electronic devices, that can be seen as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to cause fear of physical harm or emotional distress. It includes making fun of, or treating someone badly, because of an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon being friends with another person who has or is perceived to have any distinguishing characteristic. Hazing will be treated as bullying. Bullying and harassment also include forms of retaliation against individuals who report, or cooperate in an investigation into an incident of bullying.

This kind of behavior is considered to be bullying or harassment, whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle, or at any time or place where a student/ teacher/ school staff member/ volunteer/ contractor's imminent safety or overall well-being may be at issue.

### b) Definition of Cyberbullying

Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through telephone texts, text messages, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes **repetitively sending, posting, or sharing negative, harmful, false, or mean content about someone else**. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior when it can be classified as defamation. Defamation is a criminal offense under R.O.C. law.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email



- Online gaming communities

Cyberbullying can be:

**Persistent** – Digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for students experiencing cyberbullying to find relief.

**Permanent** – Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions and other areas of life.

**Hard to Notice** – Because teachers and parents may not overhear or see cyberbullying taking place, it is harder to recognize.

### c) Sexual Harassment

Sexual harassment is unwanted, uninvited sexual attention (heterosexual or homosexual in nature). It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable, including electronically transmitted acts - i.e., cyberbullying, through the use of internet, cell phone, or any other electronic device. It may include (but is not limited to):

- ✓ unwanted, unwelcome physical contact like touching, grabbing or patting;
- ✓ rude jokes or suggestive remarks of a sexual nature;
- ✓ demeaning nicknames, for example chick, sexy, stud, hunk or babe;
- ✓ cat calls, rating or embarrassing whistles;
- ✓ insulting remarks about sexual orientation;
- ✓ sexually insulting remarks about race, gender, ability or class;
- ✓ bragging about sexual prowess for others to hear/see, or on an Internet site;
- ✓ stalking

Every form of bullying, harassment/sexual harassment, and cyberbullying/ harassment, is forbidden in the classroom, on school premises, places around the school where students meet, when a student is traveling to or from school (portal to portal) by whatever means of chosen transport, or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment/ sexual harassment, that does not happen at a location defined above, is covered by this policy if the incident results in a disruption of the school's learning environment for one or more students and/or the orderly day-to-day operations of any school program.

### d) Behavior Standards

Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students, school faculty and staff, volunteers, and contractors. At DIS students are expected to have respect for self and others and are required to take responsibility for their actions.

### e) Bystander Behavior

A bystander is a person who observes the act of bullying/harassment, but is not the direct perpetrator. Since bystander support of bullying and harassment can encourage these behaviors, both active and passive support for acts of harassment or bullying is strictly

prohibited. Students are encouraged not to be part of the problem; not to pass on the rumor or derogatory message; nor to walk away from these acts when they see them, but to constructively attempt to stop them, if possible, and to report them to a teacher, staff member, or member of the School Administration. Furthermore, bystanders should try to reach out in friendship to the target.

#### **f) Consequences and Appropriate Remedial Actions**

Bullying is a Level 3 Infraction. An incident will be referred to the Prefect of Discipline and parents will be contacted. Consequences for this behavior depend on the nature and seriousness of the complaint. Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment/sexual harassment may range from positive behavioral interventions up to and including suspension or permanent change to an alternative learning environment.

Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

#### **g) Reporting Incidents of Bullying**

Students and parents are encouraged to report any act of bullying/harassment to Homeroom Teachers, Subject Teachers or the School Administration. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Principal and/or the Prefect of Discipline will be responsible for determining whether an alleged act constitutes bullying/harassment / sexual harassment. In so doing, the Principal and/or the Prefect of Discipline will conduct a prompt, thorough, and complete investigation of each alleged incident. Students involved will receive written notice from the school on the outcome of the investigation and will be requested to attend an initial meeting. Attendees at this meeting include the Principal, Prefect of Discipline, Homeroom Teacher, subject teacher(s), parent(s)/guardian, and the School Counselor.

Reprisal or retaliation against any person who reports an act of bullying or harassment / sexual harassment, or cooperates in an investigation is strictly forbidden. The consequences for a person who engages in retaliation will be determined by the Principal and/or the Prefect of Discipline after consideration of the nature, severity, and circumstances of the act.

#### **h) False Accusations**

Falsely accusing another as a means of bullying or harassment, is strictly prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or permanent change to an alternative learning environment.

## 6. CHILD PROTECTION POLICY

Dominican International School recognizes that the safety, welfare and care of our students are paramount. We are therefore committed to the highest standards in protecting and safeguarding the students entrusted to our care at all times.

We will ensure that arrangements are in place for:

- ✓ all reasonable measures to be taken to minimize the risks of harm to our students' welfare;
- ✓ all appropriate actions to be taken to address concerns about the welfare of a student, or students, working to agreed local policies and procedures in full partnership with government agencies;
- ✓ all persons working at this school to be made aware of this policy.

We recognize that some students may be the victims of neglect, physical, sexual or emotional abuse. Teachers and staff of the school will often, by virtue of their day to day contact and knowledge of the students, be well placed to identify such abuse and offer support to students in need.

In order to protect our students, we aim to:

- ✓ Create an atmosphere where all our students can feel secure, valued and listened to
- ✓ Recognize signs and symptoms of abuse
- ✓ Respond quickly and effectively to cases of suspected abuse
- ✓ Monitor and support students at risk
- ✓ Raise students' awareness, build confidence and skills
- ✓ Work closely with parents/guardians and support external agencies
- ✓ Ensure that all adults within our school who have access to students have been checked as to their suitability

DIS will support all students by:

- ✓ Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- ✓ Promoting a caring, safe and positive environment within the school.
- ✓ Liaising and working together with all government support services involved in the safeguarding of students
- ✓ Notifying the appropriate government agency as soon as there is a significant concern.
- ✓ Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

### **Parent involvement**

If a school investigation or any other evidence shows that a parent abuses his/her child, the school reserves the right not to allow the parent to be involved in any committees, school events, school trips, or any other school affairs

## 7. EXTRA-CURRICULAR ACTIVITIES

### 7-1 Athletics

#### 7-1-1 Philosophy and Goals

Dominican International School (DIS) recognizes that sports activities are an integral and valuable part of a student's experience at school. We believe that an effective and inclusive athletics program can support students' learning by developing physical literacy; team collaboration and sportsmanship; sharing positive social values and behaviors; a sense of belonging and connectedness to the school; self-confidence and self-esteem; and healthy competition. It further creates opportunities to strengthen the school – student – parent – community bond.

By applying Christian principles in all extra-curricular activities, students no longer act only as individuals, but assume the obligations of being a member of a team and representative of the school. We must remember as coaches, players, fans and parents, that people will judge our athletics program and Dominican International School (DIS) by the Christian values that we display at each extra-curricular function.

#### Objectives

- ✓ To help students be effective and responsible learners in the classroom.
- ✓ To develop God-given talents and to be ever thankful for them.
- ✓ To experience the God-given gift of a healthy body and mind and to be ever thankful for them.
- ✓ To establish successful programs for the purpose of glorifying God, learning to be a positive and respectful team member, and improving individual skills.
- ✓ To teach sportsmanship, team spirit, and good fundamentals.
- ✓ To afford students the opportunity to display their talents and earn the respect and companionship of peers.
- ✓ To develop common goals for success.

#### 7-1-2 General Directives

It is the belief of the Athletics department that all students at DIS have the right, should have the opportunity, and should be actively encouraged to participate in sports.

#### 7-1-3 Academic/Behavioral Eligibility

To be eligible, students must be current students at DIS. Suspended students are not allowed to take part in any Athletics activity for the duration of his/her suspension.

To maintain eligibility:

- ✓ A student must pass all his/her subjects. If a student fails any subject, s/he cannot represent DIS in any team. The student may attend practices. After consultation with the student's teachers, Athletics Director, PE teacher, Curriculum Coordinator, school counselor, student and parent(s) of the student, a program of rehabilitation will be presented to the Principal for approval.

- ✓ A student should conduct him/herself in a manner appropriate to DIS. The highest Christian ideals should always be exemplified. As a team member, the student must understand that his/her actions and behavior reflect on him/her, the team, and DIS.
- ✓ A student should follow the directions and instructions given by the coach or moderator. Coaches and moderators are responsible for making the decisions and participants are responsible for executing those decisions.

#### **7-1-4 Awards**

Only awards officially approved by the school may be presented to students, regardless of the funding source of the awards.

#### **7-1-5 Fan Code of Conduct**

As DIS parents/fans we have much to be proud of. DIS believes that sportsmanship is a core value and its promotion and practice are essential to represent DIS in an appropriate manner. This code of conduct applies to all parents/fans involved in DIS athletics activities.

- ✓ Parents/fans will teach, enforce, advocate, and promote the development of good character.
- ✓ Parents/fans will respect participants, officials, opponents, and all others involved.
- ✓ Parents/fans will conduct themselves in an appropriate manner at all times.

Individuals who violate the Fan Code of Conduct may be asked to leave a game and may be forbidden to attend future games and/or practices.

#### **7-1-6 Reporting Injuries**

Any student who gets injured while playing sport **must** see a doctor as soon as possible.

#### **7-1-7 Sportsmanship/Player Conduct**

The conduct of players should reflect the philosophy of Christian sportsmanship. The coaching staff will hold each player accountable for his/her behavior.

#### **7-1-8 Required Student Documents**

Before a student can start practicing he/she must have the following on file with the coach:

- ✓ Parents' permission and code of conduct
- ✓ Scanned copy of a **valid** foreign passport (copy of information page only) emailed to [athletics@dishs.tp.edu.tw](mailto:athletics@dishs.tp.edu.tw) (Athletics Director)
- ✓ Confirmation of the medical form handed in to the School Nurse.

## 8. GUIDELINES FOR UNOFFICIAL PARTICIPATION IN COMPETITIONS AND OTHER EVENTS

Parents and Students of DIS should understand the following rules:

- a. Information regarding competitions organized by different sectors of Taipei or Taiwan is provided to parents for information purposes only. Information shared should not be misconstrued as an activity provided and organized by DIS. It should be clear that parents/students who are interested should register and enter the competition on their own.
- b. DIS is not liable for any injury or accident that might occur during the competition.
- c. Expenses are to be paid in full by the parents of the student who enters the competition.
- d. The school is always ready and willing to assist parents and students (especially non-Chinese speakers) to liaise with the organizers and to process or forward students' documents.
- e. Students who are joining competitions outside of DIS will maintain discipline and will not do anything to mar the name of the school.
- f. Interested students who are competing as a group should be supervised by a teacher or member of staff. Entry into the competition is subject to the availability of teachers or staff who can accompany the students. Teachers' expenses need to be paid by the competitors.

## 9. CLUBS

The School clubs fall within the framework of extra-curricular activities. Clubs, an extension of the academic curriculum, is where the students have the opportunities to explore learning skills in a more interesting way and beyond the scope of the usual learning inside the classroom.

The aims of the Clubs are:

- a. to instill in students the value of leisure activities
- b. to enable them to have fun and enjoy a range of activities
- c. to enhance and extend their enjoyment of certain areas of learning through activities
- d. to encourage students to develop friendship and cooperation between groups and members of the club.

### 9-1 Procedures

DIS Club activities run on Fridays from 14:45-15:30. Signing up on the Club sheet prior to club time is required. Clubs will normally run for the whole semester, and the club moderators keep attendance of the students.

At the beginning of the semester, students are informed of the clubs available during that semester. Lower School students will be given a letter for the parents to help them choose their clubs, stating their preferences in particular order: **first, second and third choice**.



Middle and High School students will have a day for signing up for their chosen clubs. Signing up and changing to different clubs usually runs for three days. **There shall be no changing of clubs or signing up after three days.** Attendance is strictly monitored. Students who are in any form of detention, do not participate in clubs on a given Friday.

All schools will have the privilege of changing their clubs at the beginning of the first and second semester.

If a club runs for the whole year, the club moderator informs students of the club's policy and whether they may leave the club after one semester. If, according to the club policies, a student is not allowed to leave the club, then a **Club Resignation Form** should be submitted by the students, signed by the **Club Moderator and Activity Coordinator**.

## 10. SCHOOL TRIPS AWAY FROM TAIPEI AND ABROAD

### 10-1 Administrative Right

**The Principal** reserves herself the right to approve the final list of students who will be attending the conference.

### 10-2 Selection Criteria

#### For Sports Events:

- ✓ Student participants who, at the discretion of the Coach and the School Administration, are competent enough to participate in the given sporting event.
- ✓ Student participants who are actively involved in the sport at school.
- ✓ Approval from the Prefect of Discipline and the Academic and Curriculum Coordinator

#### For other Events:

- ✓ Student participants should have **no failing grades**
- ✓ Students cannot join a travel group if they have not been actively involved in the club/activity pertaining to the trip.
- ✓ A flair for Public Speaking (for Conference activities)
- ✓ Passion and commitment
- ✓ Excellent Department Grade
- ✓

### 10-3 Indemnity Forms and Health Issues

- ✓ **Parents have to sign indemnity forms**, which contain a health section that has to be completed. The form will ask for information about allergies, diet, special conditions and medicine, plus the family doctor's phone number.
- ✓ Parents will give the teacher the right to call a doctor at the parent's cost in case of an emergency.
- ✓ Students cannot go on a trip in the absence of the school's standard indemnity form being filed at the office. **All students on all trips have to return the signed indemnity before they will be allowed to travel.**



## 11. STUDENT SERVICES

### 11-1 Campus Ministry

The Campus Ministry cares about the holistic development of students, with spiritual growth as their primary objective, therefore it is important that students show respect and cooperate with the faculty to reach their goal. It is the mission of the Campus Ministry to look after this important aspect of student life.

**Students are expected to participate in Eucharistic and other religious activities** and in Christian values programs meant to emphasize the development of the individual, as well as the sense of respect for, and recognition of others. Activities related to religious feasts are offered in Liturgical seasons.

### 11-2 Counseling and Guidance Services

The school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling students, parents, and teachers is to help students maximize their potential. The school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school. This counseling and guidance program provides students with assistance in:

- ✓ Understanding self and developing a positive self-image
- ✓ Showing respect for the feelings of others
- ✓ Understanding the decision-making process
- ✓ Maintaining effective relationships with peers and adults
- ✓ Developing effective study skills
- ✓ Gaining an understanding of the world of work

#### **Basic Services**

- ✓ Parent Consultation
- ✓ School and Teacher Consultation
- ✓ Testing Program
- ✓ Admissions Examinations/Placement Service
- ✓ Assistance with college placement tests
- ✓ Special Programs include: Career Exploration, Educational Exploration Seminar
- ✓ Career Planning
- ✓ Getting admitted to the right College/University

### 11-3 Library

The school welcomes students to the library and encourages them to use the resources available. Library hours are from 7:30 to 16:30 Monday to Friday, but students who want to work in the Library after 15:30 have to complete a permission slip obtained from the prefect of Discipline.

#### 11-3-1 Book Loan Policy

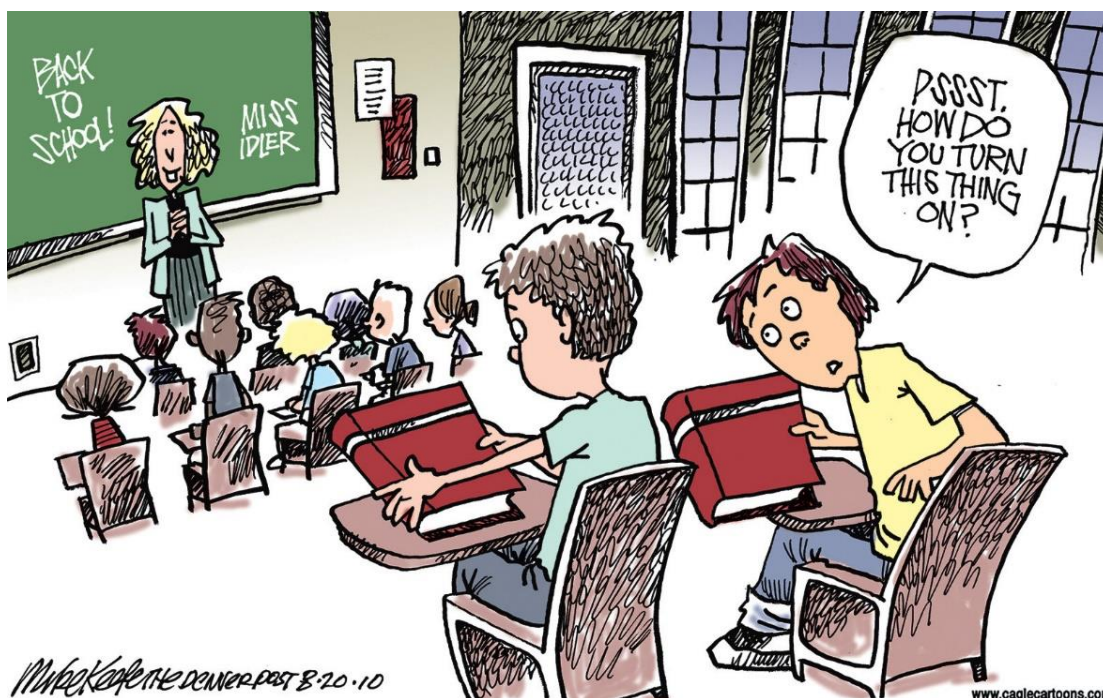
DIS students may borrow up to 6 library books for a period of 14 days. Books may be renewed twice.

Non-consumable textbooks are lent to students throughout the school year. All materials must be returned before year-end clearance.

#### Fines

The charge for overdue books is NT\$3 per school day for each book. Library patrons are responsible to pay for any damaged or lost books.

If a lost book is recovered and returned, fines will be reimbursed in full.



## ADDENDUM 1

<b><i>Rubric for grading DTORCH Department SY 2016-2017</i></b>				
<b>TRUTHFUL (20)</b>	<b>ORGANIZED (20)</b>	<b>REFLECTIVE (20)</b>	<b>COURAGEOUS (20)</b>	<b>HELPFUL (20)</b>
<ul style="list-style-type: none"> <li>are guided by the Gospel and universal values</li> <li>center their lives on God's teachings</li> <li>show respect to all</li> </ul>	<ul style="list-style-type: none"> <li>set goals and pursue them to fruition</li> <li>maintain a balance between a healthy body, mind and spirit</li> <li>engage responsibly with the world, through a variety of resources</li> </ul>	<ul style="list-style-type: none"> <li>contemplate their strengths and weaknesses</li> <li>aim to respond, rather than to react</li> <li>determine patterns, make connections, and think critically</li> </ul>	<ul style="list-style-type: none"> <li>are open and responsive to new and diverse perspectives</li> <li>are willing to take risks and graciously accept results</li> <li>communicate effectively</li> </ul>	<ul style="list-style-type: none"> <li>evaluate all decisions in light of the common good</li> <li>are compassionate and caring</li> <li>respect and care for the environment</li> </ul>
A "17-19" point student ALWAYS	A "17-19" point student ALWAYS	A "17-19" point student ALWAYS	A "17-19" point student ALWAYS	A "17-19" point student ALWAYS
Follows school rules Shows honesty Respects rights & property of others Recognizes and respects school staff	Completes work and assignments Prepared for class Works independently Exhibits organizational skills	Exercises self-control and safety Evaluates own work Provides and uses feedback constructively	Demonstrates effort Volunteers answers Contributes to class discussions Demonstrates independent thinking	Is helpful and cooperative Gets along with others Contributes positively to classroom environment Models exemplary behavior
A "14-16" point student SOMETIMES	A "14-16" point student SOMETIMES	A "14-16" point student SOMETIMES	A "14-16" point student SOMETIMES	A "14-16" point student SOMETIMES
Follows school rules Shows honesty Respects rights & property of others Recognizes and respects school staff	Completes work and assignments Prepared for class Works independently Exhibits organizational skills	Exercises self-control and safety Evaluates own work Provides and uses feedback constructively	Demonstrates effort Volunteers answers Contributes to class discussions Demonstrates independent thinking	Is helpful and cooperative Gets along with others Contributes positively to classroom environment Models exemplary behavior
A "12-13" point student RARELY	A "12-13" point student RARELY	A "12-13" point student RARELY	A "12-13" point student RARELY	A "12-13" point student RARELY
Follows school rules Shows honesty Respects rights & property of others Recognizes and respects school staff	Completes work and assignments Prepared for class Works independently Exhibits organizational skills	Exercises self-control and safety Evaluates own work Provides and uses feedback constructively	Demonstrates effort Volunteers answers Contributes to class discussions Demonstrates independent thinking	Is helpful and cooperative Gets along with others Contributes positively to classroom environment Models exemplary behavior



**Please complete this return slip, sign, and send it back to your child's Homeroom Teacher at DIS, to be kept in the Discipline Office.**

**1. Parent:**

I, \_\_\_\_\_ the undersigned, Parent /Legal  
Guardian (choose appropriate option) of

\_\_\_\_\_ (student's name), in

Grade \_\_\_\_\_, hereby declare that I read and understood the Student Handbook, and that my son/daughter also read and understood all the information therein.

**Student:**

I, \_\_\_\_\_ the undersigned, student  
\_\_\_\_\_ (student's name), in

Grade \_\_\_\_\_, hereby declare that I read and understood the Student Handbook.

Signed \_\_\_\_\_  
(Parent/Guardian)

Signed \_\_\_\_\_  
(Student)

On this, the \_\_\_\_\_ day of (fill in the month) \_\_\_\_\_

Year \_\_\_\_\_

Place \_\_\_\_\_