



**STUDENT / PARENT
EXTRACURRICULAR ACTIVITIES
HANDBOOK**
ECA Edition 2020



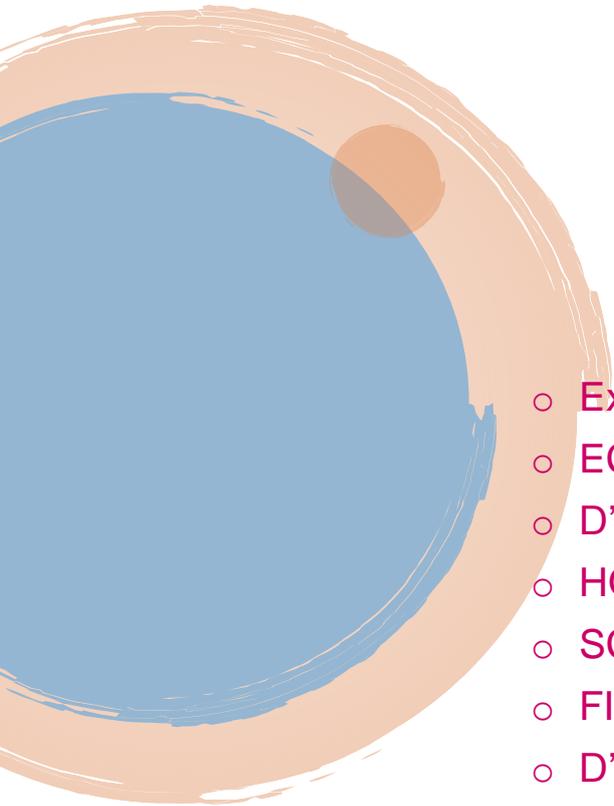
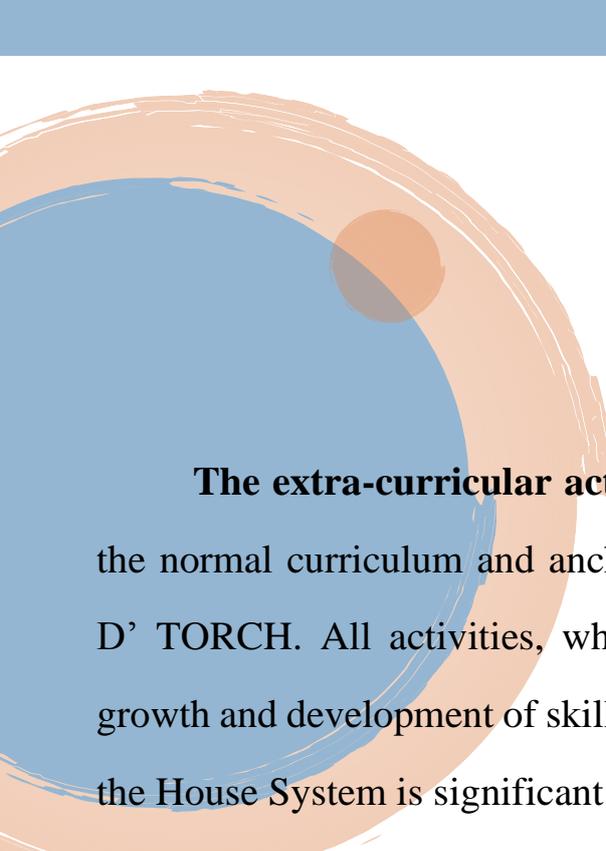


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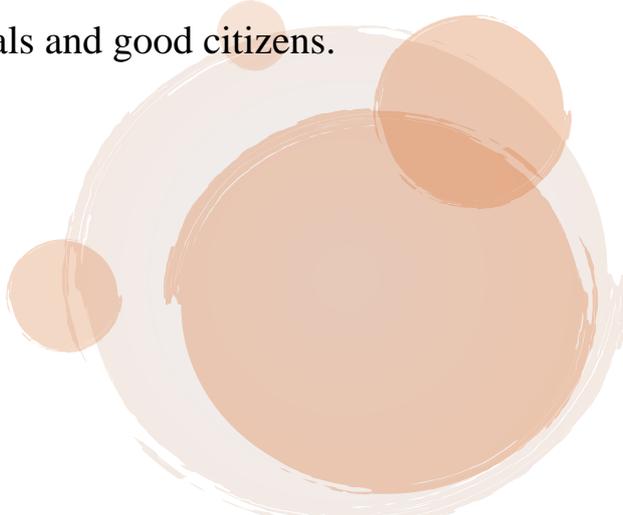
Philosophy

The extra-curricular activities (ECA) in DIS are channels of learning beyond the normal curriculum and anchored to the Student Learning Outcomes (SLOs) - the D' TORCH. All activities, whether academic or non-academic, create a venue for growth and development of skills and character of the students and therefore, the role of the House System is significant and essential.

This Handbook serves to give information and guidance to all students and parents, to better understand the scope and value of the extracurricular activities. The programs, events, competitions, and other undertakings within the scope of the extra-curricular curriculum, are considered fundamental, and provide experience that will help equip students physically, mentally, spiritually, and emotionally.

More so, students' participation in all activities must adhere to proper behavior and the D'TORCH principles. Such experiences and involvement are intended to enhance the student's cognitive and affective critical thinking, creativity, resilience, sensibility, and sportsmanship skills.

Active participation is a privilege that comes with responsibilities for the student body, school team, and the school community. When taking care of these responsibilities, students develop into better individuals and good citizens.



THE EXTRACURRICULAR ACTIVITIES OFFICE

The Extracurricular Activities (ECA) Office facilitates student affairs in many respects. Teachers, students, and parents are significant partners in every event and in whatever the school endeavors.

The ECA Office collaborates and coordinates with the **House System Coordinator**. Under the House System, the D'TORCH values play a major role in executing all activities on campus and off-campus.

The scope of the office attends to and coordinates the following:

1. HOUSE SYSTEM

2. School-wide Activities, both academic and non-academic

3. CLUBS and school Organizations

4. Field Trips (Local, National and International)

5. School Orchestra: Junior and D' TORCH Orchestra

6. Student Council / Class Officers

7. Graduating Class Extracurricular Merit Points

8. Graduation Ceremony

9. Volunteer Involved Parents (VIP)

10. Athletics/ Sports





D' TORCH

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 strength and weaknesses

We aim to respond, rather than 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

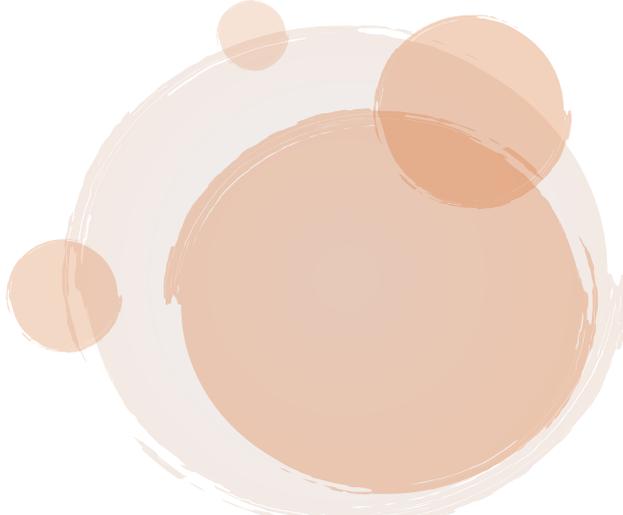
We communicate effectively

HELPFUL

We evaluate all decisions in the light of the common good

WE are compassionate and caring

WE respect and care for the environment



The D'TORCH House System

DOMINICAN



The Dominican International School, Taipei, relevant as it is, has adopted the house system with some modifications and development based on its vision-mission that started in SY 2018-2019. All students were divided into five groups or houses, each with a house color, replacing the four houses from the past. The reason for this is to lessen the number of students per house for purposes of a better sense of participation and loyalty, closer camaraderie, and more effective inculcation of virtues and values. Each house represents a letter from the TORCH, with color assignment, a motto linked to the ESLR/SLO trait entrusted to the house, and cheer: Truthful Scarlet (Red). Organized Emerald (Green), Reflective Sapphire (Blue), Courageous Gold (Yellow), and Helpful Carnelian (Orange).

At the beginning of every school year, the new enrollees of DIS will be divided into five houses during the Torch Grouping Ceremony to join in with the previous members of the five houses. Members will remain in the same house until they graduate from DIS.

Purposes and Objectives:

1. To involve the students in school activities and services.
2. To encourage the students to have a positive attitude towards teachers and rules.
3. To improve the students' academic performance and make them feel better about themselves.
4. To provide an essential balance to the DIS students' life through the House System activities, which promote school spirit among students.
5. To serve a higher purpose by shaping the students' personality and character.

6. To function as a key support group in helping the students settle in their new school and transition well in their next grade.

At the house meetings, the students work together in various competitions, while wearing their house shirts in their designated colors. **House members work together to earn points** through the competitions. Individual students earn points for their house by participating in all school events, including academic, community service projects, and extracurricular activities. **Students are given their own monthly point sheet and must get signatures from the adults who sponsor each event in which they participate.**

The benefits of being involved in such a system are outstanding. Mixing the students from all grade levels provides more opportunities for them to meet peers with whom they may not otherwise interact, and students then feel more relaxed moving up to the next grade. Faculty and student relationships improve as a result of their interacting outside the classroom. Positive peer pressure gets students involved in activities in order to support their house and students gain a sense of pride in being able to contribute. When all students feel they can make a difference, it creates a climate where students and teachers want to be, making the House System a win-win situation.

“Coming together is a beginning; keeping together is progress; working together is success.”-Henry Ford

Points System

Monthly:

Each month, house members will compete to accrue the maximum possible points for their House via competitions, event attendance, and adhering to DIS’s disciplinary policies. The House with the most points at the end of the month will be named the House Monthly Champion and will be allowed to wear their house t-shirts with school bottoms every **Friday** for the following month. All houses will begin each month with zero points.

Event Attendance:

A student who attends an approved event (sporting event, drama production, concert, dance, etc.) will receive one point for his or her House. The House with the largest number in attendance for each event will receive an additional ten-point bonus.

Participation in Programs:

Students who belong to a DIS program (sports team, drama, band, choir, etc.) will receive one point for his or her House. For athletics, points will be awarded as follows: Fall Sports - November, Winter Sports - December, Spring Sports - February.

Conduct / Uniform:

On the first Friday of every month, Houses will be awarded **two hundred conduct points: 100 points for conduct and 100 points for wearing their proper uniform.** Every time a student receives a detention or violates the dress code during that month, five points will be deducted from his or her House's allotted Conduct/Uniform points.

Academics:

A student may earn one point for his or her house for the 1st, 2nd, and 3rd quarters by making it to the Young Honor Roll. Points will be awarded during the months of October, January, and March.

Quarterly:

Each House's monthly point totals will be tallied in the House's Quarterly Totals. The House with the most points for the quarter will receive a house-wide treat or other reward.

Yearly:

Each House's monthly point totals will be tallied in the House's Yearly Totals. The House with the most points for the year will be named House Champions for that year and will celebrate with a house-wide party and a house field trip.

NOTE: All students are required to have a House T-shirt



To learn more about our House System, please contact Miss Archie Racadio, our School-Wide Learning Program Coordinator, at 2533-8451 Ext. 102 or email at mracadio@dishs.tp.edu.tw

SCHOOL CLUBS / ORGANIZATIONS

The School clubs and organizations fall within the framework of extracurricular activities. Clubs as an extension of the academic curriculum, are where the students have the opportunity to explore learning skills in a more interesting way and beyond the scope of the usual learning inside the classroom setting.

The aims of the Clubs / Organizations are:

- A. to instill in the 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/ organization.
- E. to develop their leadership skills, decision making skills, and creativity during the club activities.

Lower School Clubs

Lower School teachers or senior students create and run the Lower School clubs. Parents receive a letter to help the Lower School students choose their clubs.

Middle and High School Clubs/ Organizations

The Middle and High School students have a set day for club signing. The Middle and High School teachers and students can propose and run a club.

Procedures for Club / Organization

A Club / Organization Proposal Form

is submitted to the Extracurricular Activity Coordinator and shall be approved by the Principal.

All club and organization activities run on Fridays from 14:45-15:30 in the designated area/ rooms/ space arranged by the Club moderators and Extracurricular Activity Coordinator.

All clubs normally run for the whole semester. Club membership may change at the end of each semester to allow students to change their club membership at the end of a semester.

Students are allowed to change clubs within the 1st week of club time (after three days of sign up day) upon the approval of the ECA and Club Moderator/s. No students are allowed to change their clubs after two club meetings.

Students who are in Project I during club time shall be excused and should inform the club moderator. Failure to inform will result in being marked as ABSENT.

Students who are in any form of detention do not participate in clubs on a given Friday.

The **Club Moderator/s monitor attendance** at all times.

If a club runs for the whole year, the club moderator/s informs the ECA Coordinator, but students do not necessarily stay in the club for the entire year.

CLUBS / ORGANIZATIONS are included in the report card every semester. Students get certificates of recognition for running clubs.

Any senior student who creates and runs a club as their Senior Project must ask their teacher to attach a recommendation letter and the project abstract with the club proposal form.

CLUB TIME may not be used for any other activities unless discussed with and accepted by the ECA Coordinator and approved by the Principal.

Clubs should have at least ten members to be able to run, unless a club has a special arrangement to run with fewer members because of the nature of the club. If club membership falls below 10 members, it will be disbanded.

Permanent Clubs / Organizations

There are school clubs and organizations that are considered to be permanent and existing following the local, national and international school structures and systems. These clubs /organizations are:

- Model United Nations (MUN)
- Global Issues Network (GIN)
- National Junior Honor Society (NJHS)
- Dominican Youth Movement (DYM) under the Campus Ministry Department
- She's the First
- D' Torch Campus Radio
- Junior Orchestra
- D' Torch Orchestra
- DIS Students' Choir
- DIS TEDx
- DIS TED-Ed



FIELD TRIPS

School Trips (Local, National and Abroad)

All school trips are approved by the Principal and are discussed by the administrators.

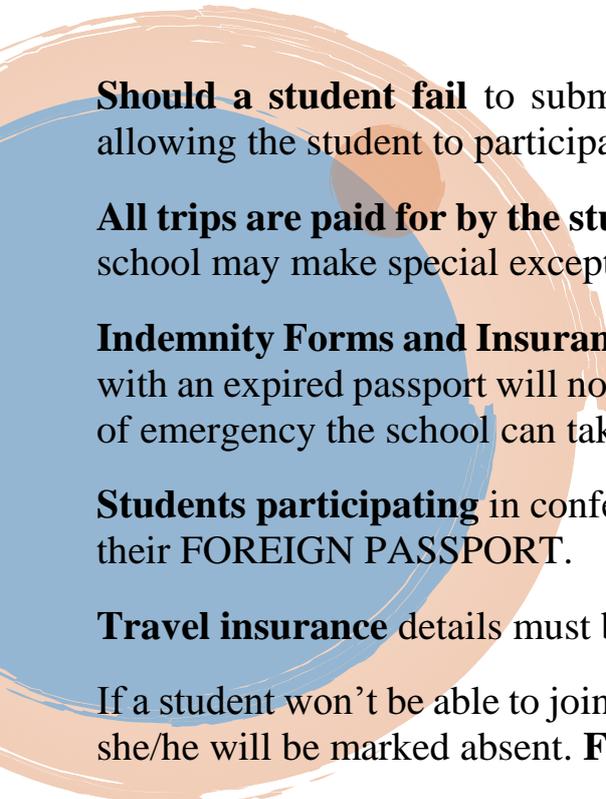
There are different kinds of school trips:

- Sports Events (please see details in the athletics page)
- Student Conferences (MUN , GIN, Word Scholars Cup)
- Educational Trips (subject area, clubs, organizations)
- Concerts and Performances (Orchestra)
- Community Service Program

The students who join the trip are required to submit a permission slip signed by a parent or guardian.

The school has a NO PERMISISON SLIP, NO FIELD TRIP policy





Should a student fail to submit the slip, a phone call by the parent is not valid to allowing the student to participate in the trip.

All trips are paid for by the students including the accompanying teachers' costs. The school may make special exceptions by arrangement only.

Indemnity Forms and Insurance are compulsory before students travel. Any students with an expired passport will not be allowed to go on a trip. This is to ensure that in case of emergency the school can take the necessary action.

Students participating in conferences and educational tours abroad are required to use their FOREIGN PASSPORT.

Travel insurance details must be submitted a week before the excursion/ trip.

If a student won't be able to join the trip on the day, without prior notice or valid reason, she/he will be marked absent. **Field trip fees are non-refundable.**

Notes from the Students' Handbook:

Students cannot join a travel group if they have not been actively involved in the club/ activity pertaining to the trip.

Department grades matter.

SCHOOL ORCHESTRA

D' TORCH ORCHESTRA

The D' Torch Orchestra is both a curricular and extracurricular activity. Each orchestra member has responsibility and accountability to school administrators, teachers, the orchestra director and the manager during all the rehearsals and performances.

To be a member of the D'Torch Orchestra, students should pass an audition and practical exams given by the Orchestra Director. Dedication and commitment are very important to become a member.

The D'Torch Orchestra members are composed of middle and high school students.

The members of the D' Torch Orchestra receive **five hours** of community service for every rehearsal. They receive **ten hours of** community service for outside concerts and performances and three hours for school performances (liturgical and social).

JUNIOR ORCHESTRA

The Junior orchestra is mainly for lower school students who are beginner musicians. It also caters to middle school students who have not yet reached the full training and competence required for the D' Torch Orchestra.

The Junior Orchestra is also considered a curricular and extracurricular activity.

All members of the D' Torch and Junior Orchestras are required to have read the Handbook and the Handbook Agreement must be signed by the students and parents or guardians.

Attendance during rehearsals and performances are mandatory unless there is a valid reason for the absence.

All bona fide members receive the D'Torch Orchestra Handbook.

D' Torch and Junior Orchestra members are required to pay a membership fee for the following purposes: Orchestra T-shirt, musical materials, recordings, section coach fees (if needed), and orchestra activity fees.



STUDENT COUNCIL



A Dominican Student Council member is a role model who displays **D' TORCH** values to others. S/he will always his/her best to put into practice being **TRUTHFUL, ORGANIZED, REFLECTIVE, COURAGEOUS, and HELPFUL in word and deed. (Article II Sec. 2)**.

The role of the Student Council is highly significant during school activities. They represent the whole student body when taking part in both academic and non-academic events. To be a Student Council member candidates have to fulfill a stringent application process.

(Submission of application form, eligibility, electoral process).

Any students who wish to apply can ask for a Student Council Handbook in the Student Council Office.

ACTIVITIES

All activities are proposed to the extracurricular department and must be approved by the Principal. Sports, Athletics, Liturgical, Academic, and Social activities require the submission of an Activity Proposal form two weeks prior to the date of the event/activity. In case of major events/ activities, please submit the form a month in advance to facilitate the details and special requirements.

Organizer/s of the event/ activity will be responsible to submit the form via email. It is important to note that the organizer/s must inform the extracurricular department without delay if there are changes or additional information about the event/activity.

Annual events/activities are: the House Ceremony and activities/ Masquerade Night, Book Fair, Career Week, Young Shakespeare Playwriting Competition, Christmas program, Chinese New Year, MUN Conference, Spring Fair, Sports Days, and Liturgical celebrations.

The Activity Proposal Form is available online or upon request from the ECA Coordinator.



ATHLETICS / Sports



The Athletics/ Sports activities are a valuable and integral part of the students' campus life. Students' learning is enhanced with physical mastery, sportsmanship, team spirit, school belonging, and strengthening of the school community bond.

All the athletics and sports events / activities are supervised by the Athletic Director who coordinates with the ECA department at all times. Sports tournaments/friendly games are managed by the coaches and managers and are also synchronized with the ECA department.

DIS Taipei is a full member of and participates in the tournaments established by **Taiwan International Schools Sports Association (TISSA)**.

Students compete in five different major sports disciplines - basketball, football, softball, volleyball, and swimming (only for LS & MS). These tournaments/games are held in various venues depending on the assigned host school. DIS is also one of the host schools.

PLAYERS must conform with the Athletics Handbook. Any further details and information are provided by the Athletics department.

Contact: Dr. Gustl Pido : gvido@dishs.tp.edu.tw
Athletic Director



CLASS FUND

Each class can decide to collect an amount for their class fund. The Homeroom Teacher sends a letter to the parents.

Procedures of Managing the Class Fund

1. The Homeroom Teacher, VIP Class Representative, or Class Treasurer may handle the money and accounts for the class fund.
2. The items for the activities must be specified in the liquidation form.
3. Should there be an amount remaining at the end of the school year, the class can decide how to spend it. It should be specified in the liquidation form as well.
4. It is important that receipts are attached to the liquidation form.
5. Liquidation forms shall be submitted to ECA Coordinator for signature
6. The Principal approves the liquidation form if there are no concerns about the income and expenditure statement.
7. The Class fund liquidation form should be submitted at the end of every semester. (December and May)
8. All Class Fund Liquidation Forms/ Files including a signed summary report will be submitted by the ECA Coordinator to the Treasurer's Office.

PLEASE NOTE:

An original, blue school stamp is mandatory on all circular letters to parents for all activities that require additional fees. **PLEASE NOTE: An original, blue school stamp is mandatory on all circular letters to parents for all activities that require additional fees. A photocopied circular letter is not valid for distribution.**

Receipts for the collected fees are issued by the ECA Coordinator.

Dominican International School Volunteer Involved Parents (VIP)

The DIS VIP is the parents association which is established for educational support for the whole DIS community.

The said organization's Constitution is in accordance with Taipei City Self-Government Ordinance of Establishment of Parents' Associations (台北市中小學校學生家長會設置自治條例) and the Taipei City Regulations for Establishment and Management of Parents' Associations (臺北市中小學校學生家長會設置及運作監督準則) Art. 1

The said association shall be called Dominican International School Volunteer Involved Parents (VIP), henceforth referred to as 'the Association'. Art. 2

Being part of the VIP parents who volunteered to be Class Representatives are eligible to run for the Executive Committee. They are elected during the General Assembly. They have the following task:

- Participate in the development of the school's educational system and provide recommendations for improvement.
- Activate the affairs of the Parents Executive Committee and assignments of General Assembly.
- Give due consideration to the proposed motions of members and General Assemblies.
- Establish working groups appropriate to the developmental needs of the committee affairs.
- Develop a plan and budget for committee affairs, as well as report on budget and committee affairs.
- Assist the school in handling major incidents, as well as disputes between school, teachers, students, and parents.
- Assist the parent-teacher activities to promote the growth of parents and improve parent-teacher relationships.
- Responsible for election and recall of President, Vice President, and Standing Committee.
- Execute the rules and stipulations within the Association's Constitution.

Art.11

The Class Representatives have the following tasks:

- Participate in the class activities and provide recommendations for improvement.
- Propose motions and implement General Assembly and Parents Executive Committee resolutions.
- Two representatives shall be nominated for each class and must attend all General Assemblies.

Art. 6

The Class Representatives help the Homeroom Teachers during school events, they are the point of reference whenever the Executive Committee has important communication or information to the parents.

The Class Representatives are the bridge of communication between the Homeroom Teacher and the parents of the class.

CONTACT INFORMATION:

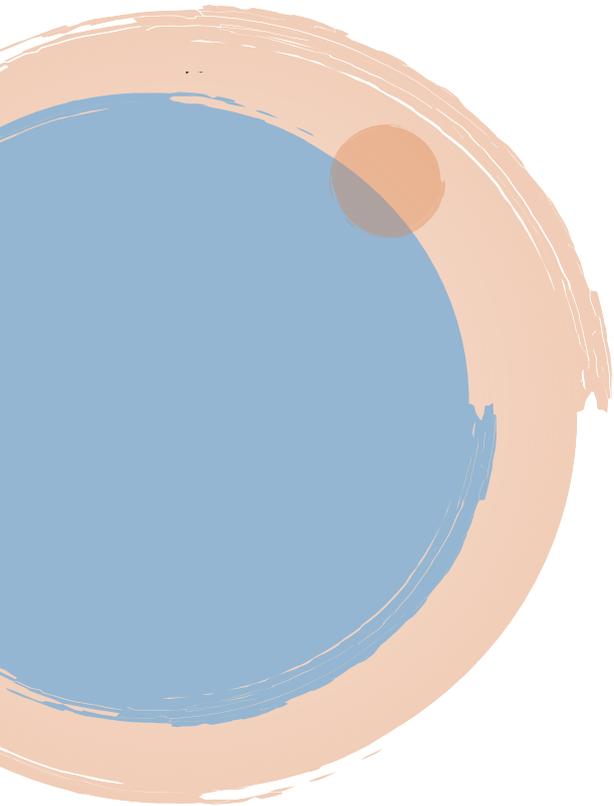
Ms. Milagrosa (Agosh) L. Librea
Extracurricular Activity Coordinator
Ext. 203

Ms. Teresa Lynch-Lin
LS Asst. Activity Coordinator
Ext. 211

Approved by:


Sr. Maria Zenaida Ancheta, O.P.
Directress/ Principal





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