

**HSINCHU AMERICAN SCHOOL**

**新竹美國學校**



**2024-2025**

**Student/Parent Handbook**

**學生/家長手冊**



## MESSAGE FROM THE SUPERINTENDENT

### 總校長的一封信

Dear HAS Community,

I am extremely excited about the 2024-2025 school year, as well as moving forward in the future. We have a number of excellent new teachers, and I'm excited about the new students joining our school. Not only is this our 20th year, the school continues to undergo steady improvement in the areas of instruction, extra-curricular activities, and facilities. I am certain this will be one of the best years in the history of the Hsinchu American School.

Moving into our new campus this past year was very exciting, but it also came with its share of adjustments. We needed to reimagine many of our events, including Lock-in, Winter Performance, and Spring Fair. However, we learned from these experiences, and I am certain these events will continue to improve over time.

We are also excited here at HAS about continuing to build and improve our lower elementary grades. We have had increasing enrollment in these grades over the past couple of years, and I am certain this will continue. All of our homeroom teachers are returning for the upcoming year, and I feel confident that they will continue to provide an excellent academic and co-curricular program.

The Hsinchu American School has a great future ahead of us. I wish to thank all the parents, students, staff and teachers who make our school special.

Sincerely,  
Darin L. Murphy  
Superintendent/Head of School

親愛的 HAS 的夥伴們您好：

很開心與大家共同迎接 2024-2025 學年的到來。我們擁有許多優秀的教師，並期待新生的加入。今年不僅是我們創校二十週年，我們在學業、課外活動和教學設施方面也持續進步。我們確信，今年將是新竹美國學校歷史上最棒的一年。

去年搬遷到新校區著實是令人開心且興奮，同時也帶來了一些新的挑戰。我們必須重新規劃各項活動，包括夜宿校園、冬季表演會和春季園遊會。不過，我們有多年的舉辦經驗，我相信未來的活動會更加完美。

同時，我們也期待 HAS 的國小低年級學生人數能夠持續增長。過去幾年，低年級學生的入學率穩步上升，我相信這一趨勢將會延續。所有導師都將在新學年回歸，我確信他們會在課程與課外活動中展現出優良的教學品質。

感謝所有家長、學生、職員與老師們的付出，期望新竹美國學校未來更加光明美好。

敬祝 順心

總校長 Darin L. Murphy 敬啟

## MESSAGE FROM THE PRINCIPAL

### 校長的一封信

Dear Members of the Hsinchu American School Community,

I am honored to extend a warm welcome to each and every one of you as we enter a new school year at Hsinchu American School (HAS). With great enthusiasm, we anticipate the remarkable opportunities that lie ahead and the chance to support the holistic development of every individual within our community.

HAS is proud to be a locally licensed school that holds accreditation from the Western Association of Schools and Colleges (WASC). This prestigious accreditation process encompasses our entire institution, motivating us to continually evaluate our goals and evolve as an educational establishment. Through this ongoing review process, we remain steadfast in our commitment to the growth and well-being of our students, nurturing their academic achievements and personal growth.

At HAS, we take immense pride in providing a distinctive educational experience that delivers exceptional instruction from passionate educators hailing from diverse corners of the globe. With a small student-to-teacher ratio, we foster an environment where students can thrive in a tight-knit community. Our dedicated teachers are committed to facilitating the academic growth of each individual student, placing them at the center of the classroom experience.

We extend our deepest gratitude to all those who contribute to our school community, working hand in hand with us on this collective journey. As we set forth into a new year, we are filled with excitement and an overwhelming sense of pride in being part of the HAS Wolves.

Thank you for being an integral part of our vibrant school community, and we eagerly anticipate an extraordinary year together.

Warm Regards,  
Derek Kensinger  
Principal

親愛的新竹美國學校的成員們：

很榮幸能夠歡迎大家一同邁入 HAS 的新學年。我們滿懷熱情，期待未來非凡的機遇並全力支持我們大家庭中每一位成員的全面發展。

我們為 HAS 獲得西部學校和學院協會 (WASC) 認證感到非常自豪。這項榮譽的評估項目涵蓋了整個學校軟硬體，激勵我們持續評估目標並不斷進步。透過這持續進行中的評鑑審查過程，我們全力以赴地支持學生的成長和福祉，促進他們的學業成就與個人發展。

在 HAS，我們很驕傲能借由來自全球各地熱情的教育工作者的卓越教學，提供與眾不同的就學體驗。由於低師生比，我們營造了一個讓學生能在緊密團結的社群中茁壯成長的環境。我們用心的老師們致力於幫助學生提升課業表現，讓他們擁有最好的教學體驗。

衷心感謝所有為學校付出貢獻的人，感謝他們與我們攜手並肩，共同向前邁進。在新學年裡，我們懷著激動與自豪的心情，成為 HAS 狼群的一員。

感謝大家能成為本校不可或缺的一部份，我們非常期待與各位共度不平凡的一年。

敬祝 平安  
校長 Derek Kensinger 敬啟

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## 1. INTRODUCTION

### 1.1. HAS BACKGROUND

Hsinchu American School is a private international school that was founded in 2005 for the purpose of providing an American education for the Taiwanese families of Hsinchu City and families from overseas. The school currently offers an international school curriculum for grades 1–12. The school is accredited with the Taiwanese Ministry of Education, obtained AIT's approval to establish the school and received a six-year accreditation term from the Western Association of Schools and Colleges (WASC) in June, 2015. The school received an additional six-year term in June of 2021.

### 1.2. PHILOSOPHY AND OBJECTIVES

The community of Hsinchu American School believes that every student has the right to an advanced education in order to survive and thrive in the knowledge-based economies of the 21st Century.

We believe that preparation for an advanced education should begin in elementary school and be well developed during the middle school years to provide access to advanced placement programs in high school.

We further believe that a rigorous curriculum and extra-curricular activities promote students' critical thinking skills and help them to connect themselves to the world through the arts. The incorporation of cutting-edge technology in student research, projects, and presentations is another essential element to guarantee student success in their academic, professional, and personal lives.

We finally believe that all Hsinchu American School students should possess qualities of resilience and perseverance, master their passions and minds through self-discovery and life-long learning, play vital roles in team environments, serve their communities, and develop a sense of leadership and responsibility.

### LEARNER GOALS:

#### ✓ Global Citizens

- Knowledgeable of the diverse cultures of our global society.
- Communicates effectively with a proficiency in English.
- Recognizes a responsibility to contribute as members of their community.

## 1. 簡介

### 1.1. HAS 的背景

新竹美國學校是一所私立的外僑學校，成立於 2005 年，旨在提供新竹市的台灣家庭和海外家庭美式教育。學校目前提供外僑學校一年級到十二年級的課程。我們是一所經過台灣教育部核准的學校，取得 AIT 核准設校，於 2015 年 6 月獲得西部學校和學院協會 (WASC) 六年認證。並於 2021 年 6 月再次榮獲六年最高級別認證。

### 1.2. 宗旨和目標

在 HAS 大家庭中，我們相信每位學生都應該有權接受更深入的教育，以便在 21 世紀這個以知識經濟為基礎的時代中實現個人發展。

我們相信在小學時就要開始為進階教育做準備，國中時發展，並在高中時跟上進階課程。

我們也堅信，嚴謹的課程和課外活動能促進學生的批判思考能力，幫助他們透過藝術與世界產生連結。而在學生的研究、專案與演講中融入頂尖科技，是保證學生能在學業、職涯和個人生活方面取得成功的另一項重要因素。

最終我們相信，所有新竹美國學校的學生都應該充滿韌性和毅力，透過自我探索和終身學習了解自己的熱情所在並掌握思想，在團隊中發揮重要作用，服務社區並培養領導力和責任感。

### 學習目標：

#### ✓ 地球公民

- 了解全球不同的文化
- 使用流利英文進行有效溝通。
- 理解作為社群的一員做出貢獻的責任。

- ✓ **Critical Thinkers**
  - Recognizes and evaluates a variety of approaches to problem solving.
  - Investigates creative solutions to problems.
  - Locates, evaluates, and determines the proper use of information.
- ✓ **Life Long Learners**
  - Establishes and pursues both academic and personal goals.
  - Integrates modern technologies into learning Experiences.
  - Adopts a balanced approach to learning and lifestyle.
  - Participates in meaningful collaboration.

### 1.3. OUR VISION AND MISSION

#### Vision

Graduates of Hsinchu American School will enter our rapidly changing world as informed, thoughtful and tolerant individuals who will make positive contributions to their communities.

#### Mission

Hsinchu American School will provide students with a strong foundation in the classical liberal arts, enhance student abilities in the 4Cs (critical thinking, communication, collaboration, and creativity), and furnish students with multiple opportunities for experiential learning. This program's focus will create young adults who can draw upon a plethora of knowledge and skills necessary for life-long success in the 21st century.

In accordance with our Vision at Hsinchu American School, all students should adopt our core student values and maintain these while on campus. A student's demonstration of these values along with their performance in advising sessions will be taken into consideration in a student's quarterly advising report.

- ✓ **Student Values:**
  - Courage
  - Responsibility
  - Respect
  - Generosity
  - Patience
  - Flexibility
  - Cooperation & Integrity

- ✓ **批判性思考**
  - 認識並評估解決問題的各種方法。
  - 研究解決問題的創意方式。
  - 查找、評估並決定資訊的正確使用方法。
- ✓ **終身學習**
  - 確立並追求學業與個人目標。
  - 將現代科技融入學習經驗。
  - 平衡學習與生活。
  - 參與有意義的合作。

### 1.3. 我們的展望與任務

#### 展望

新竹美國學校的畢業生將踏入這個瞬息萬變的世界，成為有見識、有想法又寬容的人，為社會群體做出正面的貢獻。

#### 任務

新竹美國學校會為學生打下古典文學科目的基礎，提升學生的 4C 能力，包含批判性思考、溝通、合作與創造力；我們也會提供學生各種體驗式學習的機會。該課程的重點是培養出能夠利用大量知識與技能，在 21 世紀取得終身成就的年輕人。

根據新竹美國學校的願景，所有學生都應該認同我們的核心理念並在校園中實行。學生實踐理念時和輔導課中的表現會被參考，記錄在學生的季度報告裡。

- ✓ **理念:**
  - 勇氣
  - 責任感
  - 尊重
  - 慷慨
  - 耐心
  - 靈活性
  - 合作與正直

## 2. CAMPUS SCHEDULE AND POLICY

### 2.1. HAS TIMETABLES

#### Monday through Friday

Students report to school	8:00 AM
Classes begin promptly at	8:20 AM
Dismissal time (G1-5)	3:10 PM
Dismissal time (G6-12)	3:05 PM
School Bus Departs	4:20 PM
Regular Office Hours	8:00 AM–4:30 PM
Infirmary	8:00 AM–4:30 PM

### 2.2. DAILY CLASS SCHEDULE

#### Grades 1-5

Period	Times	Duration
First	08:20 — 09:00	(40)
Second	09:05 — 09:45	(40)
Recess	09:45 — 10:15	(30)
Third	10:15 — 10:55	(40)
Fourth	11:05 — 11:45	(45)
Lunch	11:45 — 12:15	(30)
Recess	12:15 — 12:45	(30)
Fifth	12:45 — 13:25	(40)
Sixth	13:30 — 14:10	(40)
Seventh	14:20 — 15:00	(40)
Homeroom	15:00 — 15:10	(10)

#### Grades 6-12

Period	Times	Duration
First	08:20 — 09:00	(40)
Second	09:05 — 09:45	(40)
Break	09:45 — 09:55	(10)
Third	09:55 — 10:35	(40)
Fourth	10:40 — 11:20	(40)
Lunch	11:20 — 12:05	(45)
Fifth	12:05 — 12:45	(40)
Sixth	12:50 — 13:30	(40)
Break	13:30 — 13:40	(10)
Seventh	13:40 — 14:20	(40)
Eighth	14:25 — 15:05	(40)

### 2.3. CLOSED CAMPUS POLICY

HAS maintains a closed campus policy. Students must attend all their classes and eat all their meals in the school cafeteria. Students may not leave the campus before the end of the day without express permission of the principal and their parents, or unless a staff member accompanies them. Once the school day is over, after 3:05pm, parents agree that the school is no longer liable for students.

## 2. 學校課表與政策

### 2.1. 課表

#### 星期一到五

學生到校	8:00 AM
課程開始	8:20 AM
一到五年級放學	3:10 PM
六到十二年級放學	3:05 PM
校車發車	4:20 PM
正常辦公時間	8:00 AM–4:30 PM
保健室開放時間	8:00 AM–4:30 PM

### 2.2. 每日課表

#### 一到五年級

節數	時間	時長
第一節	08:20 — 09:00	(40)
第二節	09:05 — 09:45	(40)
休息時間	09:45 — 10:15	(30)
第三節	10:15 — 10:55	(40)
第四節	11:05 — 11:45	(45)
午餐時間	11:45 — 12:15	(30)
午休時間	12:15 — 12:45	(30)
第五節	12:45 — 13:25	(40)
第六節	13:30 — 14:10	(40)
第七節	14:20 — 15:00	(40)
集合點名	15:00 — 15:10	(10)

#### 六到十二年級

節數	時間	時長
第一節	08:20 — 09:00	(40)
第二節	09:05 — 09:45	(40)
休息時間	09:45 — 09:55	(10)
第三節	09:55 — 10:35	(40)
第四節	10:40 — 11:20	(40)
午餐時間	11:20 — 12:05	(45)
第五節	12:05 — 12:45	(40)
第六節	12:50 — 13:30	(40)
休息時間	13:30 — 13:40	(10)
第七節	13:40 — 14:20	(40)
第八節	14:25 — 15:05	(40)

### 2.3. 封閉式校園政策

HAS 是封閉式校園，學生必須全程出席並在學校餐廳吃午餐。如果沒有校長和家長的許可，或是沒有教職員的陪同，學生在放學前不得離開校園。下午 3:05 放學後，家長須同意學校不再對學生負責。

## 2.4. LEAVING CAMPUS EARLY

Students needing to leave school during the day must obtain an “Off-Campus Permission” and sign out with the receptionist office. To obtain an “Off-Campus Permission” the student must have parent/guardian permission either by a written note, phone call, or personal contact. If an emergency occurs or the student becomes ill, she should report to the receptionist office and phone home for permission to leave. Failure to obtain permission and to sign out when leaving the building may result in disciplinary action.

## 2.5. VISITORS/GUESTS

Visitors will not be allowed on campus without an appointment or unless they are there for official business. Under no circumstances are visitors allowed to disturb classes in session. Admission to classes will be at the discretion of the principal and the teacher. Appointments should be made in advance when calling on teachers or administrators.

1. Parents requesting to see their child during the school day must make an appointment through the receptionist office. (Parents cannot go directly to the classroom and interrupt the teacher). Parents will be requested to wait in the receptionist office.
2. In cases of divorce, we will only make visitation appointments for the parent who has custody of the child.
3. In addition to this, and for the above mentioned reasons, should parents, guardians or other family members have any issues they would like to discuss with HAS students, this should be done through proper procedure. This includes contacting the school, either via phone, email or checking in at the receptionist office, and having school administration mediate any issues directly with the appropriate individuals. In no circumstances should parents be directly contacting students without administration acting as an intermediary. It is expected that all stakeholders will act responsibly and maturely and will follow the school's procedures.

## 3. ACADEMIC PROGRAM

### 3.1. CURRICULUM OVERVIEW

We have an American-international curriculum which is designed to be a rich, meaningful, thought-provoking curriculum which will give students a solid foundation in academic skills and social responsibility. It is also a concrete curriculum based on practical experiences so that students can relate their learning to real life situations.

## 2.4. 提早離校

上課時間需要離開學校的學生必須獲得離校許可，並在接待處簽退。要取得離校許可，學生必須獲得家長或監護人的書面許可、電話許可或親自聯絡學校。如果發生緊急情況或學生生病，學生須通知接待處並打電話回家以獲得離校許可。如果學生在離開校園時沒有獲得許可並簽退，可能因此受到處分。

## 2.5. 訪客

除了公務需求，未先預約的訪客不得進入校園。在任何情況下，訪客不得影響上課秩序，能否進入教室則由校長與老師決定。訪客在拜訪教職員時應事先預約。

1. 家長若要在上課時間探視孩子，必須先在接待處預約，且家長不得直接走進教室打擾老師。家長需在接待處等候。
2. 在家長離婚的情況下，我們只允許擁有監護權的一方探視孩子。
3. 除此之外，出於上述原因，家長、監護人或其他家人有任何情況想與 HAS 的學生討論，都應該透過正常步驟進行，包含打電話、寄電子郵件或是到接待處報到等方式與學校聯繫，並且由學校行政部門人員處理任何問題。在所有情況下，家長不得在沒有行政部門介入下直接與學生聯絡。我們希望所有相關者都能以負責任且成熟的態度行事，並遵循學校規定。

## 3. 課程

### 3.1. 課程概況

我們採用美式國際教育，透過豐富、有意義又具啟發性的課程，為學生打下紮實的學術技能和社會責任的基礎。我們扎根的課綱是基於實務經驗所建立，以便學生能將所學運用到日常生活中。

### Our school curriculum aims to:

- Reflect an international dimension and global perspective.
- Develop our student's awareness of the world as a set of systems which undergo constant change.
- Provide opportunities for the student to critically investigate their world.
- Develop moral principles and ethical responsibility.
- Emphasize that the process of acquiring knowledge and the development of concepts and skills are of fundamental importance.
- Give all students the opportunity to be fully involved in its program and further develop it in all areas of learning.
- Be designed to expand according to the needs of the HAS community.
- Special Note: We offer an English Support program, both for middle school and high school, which aims to support students in their core writing, literature and science courses. The goal is to help them with their assigned course work and to develop vocabulary, but beyond this, it is meant to form the foundations for self-directed, self-sufficient future learning in a language other than the students' first one.

### 3.2. TEXTBOOKS

Textbooks are loaned to each student in the subject areas taught. Lost or damaged loaned textbooks need to be replaced. A letter will be issued by the accounting office detailing the replacement charge, which should be paid to the school office within one billing period. If lost textbooks are found at a later stage and returned to the admissions office, the cost of the loaned textbook may be refunded.

Each student must own personal copies of texts. No two students may "share" a text. Elementary students are required to purchase student workbooks.

### 3.3. ACADEMIC ACHIEVEMENT

A reasonable amount of academic effort is necessary outside the classroom to extend learning and reinforce study skills. Homework activities can promote independent inquiry and can contribute to the pupil's initiative as a learner. As a guideline, students in grades 6–8 should expect 60–90 minutes of homework each evening (15–20 minutes per core class), and high school students should expect approximately 90–120 minutes of homework each

### 本校課程目標：

- 展現國際性與全球視野。
- 培養學生的世界觀，將世界視為不斷變化更迭的系統。
- 提供學生能以批判性思考來探討世界的機會。
- 培養道德觀與倫理責任。
- 強調吸收知識的過程與概念和技能的發展都有根本的重要性。
- 讓所有學生都有機會充分參與課程並在各類學習領域裡發展。
- 群體的需求拓展。
- 特別說明：我們提供中學和高中英語輔導課程，幫助學生學習核心寫作、文學與科學課程。我們的目標是幫助學生完成指定作業並累積單字量，但除此之外，我們也希望為他們今後使用母語以外的語言進行自主學習奠定基礎。

### 3.2. 課本

課本會借給學生，借出的課本丟失或損壞會更換。財務部會發函詳細說明課本補發費用，且費用應在帳單期限內繳交至學校辦公室。若丟失的課本在事後尋回並歸還至招生處，補發費用會退還。

每個學生都必須有自己的課本，兩個學生不得共用同一本。小學部學生需要購買作業本。

### 3.3. 學業表現

適度的課外學習為必要之事，這樣可以拓展學習範圍並強化學習能力。課後作業可以促進學生自主學習，有助於提高學生的學習主動性。指引中表明，六到八年級的學生每天必須花大約 60 到 90 分鐘完成作業，每節核心課程 15 到 20 分鐘。高中生每天則花費大約 90 到 120 分鐘完成作業，美國大學先修

day. AP courses are an exception to this guideline.

AP 課程除外。

### 3.4. FACTS ONLINE PORTAL

Academic progress will be reported through quarterly grade reports and can be accessed through the FACTS online portal by parents and students. Teachers will input grades on FACTS in a timely manner in order to keep families informed.

### 3.4. 線上入口網站

學業情況會顯示在季度成績單上，而且家長和學生都可以透過線上入口網站查詢。老師會及時在網站上輸入成績，以便讓家長和學生了解情況。

### 3.5. EVALUATING AND REPORTING STUDENT PERFORMANCE

All teachers will distribute a copy of their grading policy, as reported to the administration, at the beginning of the semester (grades 1-12). Students have the right to request an updated grade report at any point in the semester.

### 3.5. 學生成績評量方式

所有老師都會在學期初（一到十二年級）發給學生一份回報至行政部門的評分方式說明。學生有權利在學期間要求一份最新的成績單。

Grade Scale:

	Percentage	GPA	GPA (AP)
A+	98-100	4.00	4.50
A	93-97	4.00	4.50
A-	90-92	3.70	4.20
B+	88-89	3.30	3.80
B	83-87	3.00	3.50
B-	80-82	2.70	3.20
C+	78-79	2.30	2.80
C	73-77	2.00	2.50
C-	70-72	1.70	2.20
D+	68-69	1.30	1.80
D	63-67	1.00	1.50
D-	60-62	0.70	1.20
F	0-59	0.00	0.00

評分標準:

	百分比	成績平均績點	GPA (AP)
A+	98-100	4.00	4.50
A	93-97	4.00	4.50
A-	90-92	3.70	4.20
B+	88-89	3.30	3.80
B	83-87	3.00	3.50
B-	80-82	2.70	3.20
C+	78-79	2.30	2.80
C	73-77	2.00	2.50
C-	70-72	1.70	2.20
D+	68-69	1.30	1.80
D	63-67	1.00	1.50
D-	60-62	0.70	1.20
F	0-59	0.00	0.00

### 3.6. GRADING

Grades are reported each quarter (approximately 8-10 weeks). At the end of 19/20 weeks, semester examinations are given in core classes for middle school and high school students and a semester average is determined. The semester exam may carry more weight in such courses such as AP courses.

### 3.6. 評分

每個季度（約八到十周）回報一次成績。在第 19 或 20 周結束時，中學和高中學生的核心課程會進行一次期末考，平均成績也會出爐。期末考的分數占比在 AP 課程中可能較大。

Semester averages for most classes are determined in the following manner:

10-weeks (quarter) grade	— 40%
10-weeks (quarter) grade	— 40%
Semester examination	— 20%
<b>Semester average</b>	<b>100%</b>

大部分班級的學期平均成績按以下方式訂定：

10 周（季）成績	— 40%
10 周（季）成績	— 40%
期末考	— 20%
<b>學期平均</b>	<b>100%</b>

An instructor reserves the right to adjust this grading policy as long as it is listed in the course syllabus.

只要課程大綱有標明，授課教師即保留調整該評分方式的權利。

### 3.6.1. INCOMPLETE GRADES

A student who, for a valid reason, has not completed an assignment or the required work for a course, at the end of the grading period (quarter) or at the end of the semester, will be given an “I” on a report card. An incomplete “I” will not be given without the approval of the administration. Since make-up work lies within the control of the student, any incomplete work (“I”) not made up within six weeks of the date the grade is given, shall default to a failing mark for that course.

### 3.7. HIGH SCHOOL GRADUATION REQUIREMENTS

HAS requires each high school student to complete four full years. Students must be enrolled for eight periods daily and potentially accumulate eight credits per year. In order to receive a graduation diploma, the student must successfully have earned the required credits listed for their graduating year and maintained a minimum 2.0 GPA.

Additionally, students are permitted to take a maximum of 4 online courses for credits that will be counted toward graduation requirements. However, they must be completed within the same calendar year that the student attended HAS.

The courses may only count toward graduation requirements if the student takes online courses under circumstances that meet the following criteria:

- The course is not offered at HAS.
- The student has a conflict in their schedule and is unable to take the course at HAS as a result.
- The student failed courses going into senior year and needs online courses in order to meet the graduation requirements.
- The student transferred to HAS without enough credits to graduate by the end of senior year and needs online courses to meet the total required and taking an extra year of high school is not an option.

Additionally, students should have their online courses pre-approved by the HAS administration and courses should be complete credits as HAS is unable to take the grades from another school and put them on our transcript. The student must use that school’s transcript for college application. The credits will only be used by HAS to count toward graduation requirements so the student will receive his or her diploma.

### 3.8. DROPPING AND ADDING A COURSE

The school administration encourages parents, advisors, and classroom teachers to become active participants in course selections. We feel all these

### 3.6.1. 未完成成績

學生如有正當理由，在評分季度或是學期結束前沒有完成課程指定作業，成績單上會被註記 I。未經行政部門批准，不會被註記 I。由於補交的決定權在學生，任何未完成的作業(I)若未能在公布成績後六周內補上，則該課程成績默認為不及格。

### 3.7. 高中畢業條件

HAS 要求高中生完成完整四年的學業。學生每天必須上八節課並每年累積約八個學分。要獲得畢業證書，學生必須成功獲得畢業年份要求的學分數，並且 GPA 至少須為 2.0 以上。

除此之外，學生最多可以選修四門線上課程，這些課程的學分可以記入畢業門檻。然而，這些課程必須在學生就讀 HAS 的同一年完成。

只有在符合以下條件的情況下，學生才能將線上課程計入畢業學分：

- 該課程並非由 HAS 提供。
- 學生的日程安排與學校課程有衝突，而無法在 HAS 上課。
- 學生因不及格而導致無法升上高年級，需要選修線上課程以通過畢業門檻。
- 學生轉學至 HAS 時畢業學分不夠，需要選修線上課程達到畢業門檻，但又無法再多讀一年高中。

此外，學生選修的線上課程需事先經過 HAS 行政部門的核准，且課程須修滿學分，因為 HAS 無法計入其他學校的學分。學生在申請大學時必須使用學校的成績單。這些學分僅用於 HAS 的畢業門檻，學生也因此獲得畢業證書。

### 3.8. 退選與加選

學校鼓勵家長、顧問和任課老師積極參與選

groups should provide the student with information so that he/she will make an informed decision. Appropriate course selection and placement decisions ensure a successful high school experience and avoid disruption to a student's schedule during the school year. Please take the recommendations made by advisors and teachers seriously; they are familiar with each student's interest, abilities and work habits, as well as the content and expectations of the high school curriculum. All students will choose their courses and make all schedule changes, with the assistance of the school advisor, the year prior to taking their courses. Students are only allowed to change schedules within the first four weeks of the semester and are required to make up any work they missed in the new course. It is important to recognize that teacher assignments and budget decisions are made each year according to specific course enrollments. It is for these reasons we wish to stress to our students and their parents the necessity to consider all selections final once the schedule is set in June.

If a student needs to change a schedule in an unusual circumstance, students have four (4) weeks from the beginning of each semester to drop or add a course with the approval of the student's parents, the instructor, and the school counselor or principal. New students entering outside of this time frame have one week to make any necessary schedule changes. The principal and school counselor will handle special scheduling circumstances on a case by case basis. It is possible that there will be exceptions to this policy. Students can initiate a schedule change if one or more of these criteria are satisfied:

1. The student has not met the prerequisites as stated for the course.
2. The student, teacher and advisor agree that the student has been enrolled in a course which is beyond his/her capabilities, and successful completion of minimal course requirements is unlikely to occur.
3. The student has tested out of a course on his/her schedule.
4. There is an otherwise extenuating circumstance that administration agrees may result in a course change.

**\*\*Please note that a student may only be allowed one schedule change per year.**

課。我們認為這些人都應該提供選課相關資訊，幫助學生做出最好的決定。適當的選課與分班可確保學生順利完成高中學業，避免在學年中打亂學生的課程安排。請認真看待顧問和老師的建議，因為他們熟悉每位學生的志向、能力與習慣，以及高中課程內容和要求。所有學生都會在開課前一年透過顧問的協助，自行選課並安排自己的課表。學生只能在學期初四周內更改課表，並且必須在新課程中補齊缺少的作業。我們必須認知到，每年的老師與預算分配都是根據選課情況決定的。因此，我們想跟學生和家長強調，一旦六月確定了課表，所有選擇都無法再更動。

如果有學生在特殊情況下需要更改課表，學生在家長、輔導員、學校顧問和校長的同意下，學期初的前四周可以退選或加選。在這段時間之外入學的新學生有一周時間可以更改課表。校長和輔導員會根據具體情況個別處理。這項規定可能會有例外。如果符合其中一個或多個條件，學生可以自行更改課表：

1. 學生未滿足課程規定的先決條件。
2. 學生、老師和顧問皆認為，學生修習的課程超出能力範圍，不太可能完成最低課程要求。
3. 學生已退選課表上的課程。
4. 在其他情有可原的情況下，經行政部門同意可以更改課表。

**\*\*請注意，學生一年只能更改課表一次。**



### 3.9. STUDENT ADMISSION AND COURSE PLACEMENT

Admission to HAS is open to students between the ages of 5–20 who can be successful in the regular academic program. Students must have a valid passport to be admitted to HAS.

A personal interview, previous school records, and Math/English placement tests will be required to determine class placements.

### 3.10. ENROLLMENT

Any student wishing to retake a course from a previous year may do so only to pass a previously failed course or to attempt to get a better grade. Students are limited to re-taking a maximum of two (2) courses per school year. Over the course of high school a maximum total of (4) four courses may be re-taken by any one student. Exceptions must be approved by the school administration.

Students will be accepted up until the end of the third quarter. Any students accepted after the first semester will only be accepted on a probationary status. If the student does not meet grade level expectations by the end of the year, they will be required to repeat the grade.

At the end of the third quarter, Hsinchu American School will no longer accept enrollment for the current school year. In the secondary school, Hsinchu American School will also require a transcript from a previous school in order to determine if credits can be given for part of the school year.

### 4. PARENT-TEACHER CONFERENCE

Parent–Teacher Conference days are designated on the School Calendar. Their purpose is to give parents a clear insight into the child’s total school experience, and to promote two–way communication between parents and the school. Attendance is not mandatory but all parents are welcome. Some parents may be required to attend if notified.

At any time during the year, a parent, a teacher, an advisor, or the school counselor may request a conference. Appointments for conferences can be arranged individually through the office or by letter. Parents have the right to discuss with the teacher their child’s progress, including the grading policy and how the grade was determined.

### 3.9. 學生錄取與課程安排

HAS 招收年齡五至二十歲，並且能順利完成學業的學生。學生必須持有有效的護照才能入學。

分班時，需要進行個人面試、查閱前一間學校的紀錄並進行數學和英文分班考試。

### 3.10. 註冊

任何想要重修前一年課程的學生，只能通過以前不及格的科目或是想辦法獲得更高的成績。學生每學年最多只能重修兩門課程，高中生則能重修最多四門課。例外情況須獲得學校行政部門的許可。

第三季度結束前，學生均可入學。任何在第一學期之後入學的學生只能試聽。如果學生在學年結束前未達到成績要求須留級。

在第三季度結束後，新竹美國學校將不再接受當學年度的註冊。在中學階段，新竹美國學校也會要求一份前一間學校的成績單，以確定是否可以獲得該學年的學分。

### 4. 親師座談會

學校行事曆上有標明親師座談會的日期。座談會的目的是讓家長清楚了解孩子在學校的狀況，並促進家長和學校之間的雙向溝通。會議並非強制出席，但我們歡迎各位參與。部分家長可能會收到必須出席的通知。

任何時候家長、老師、顧問或輔導員都可以要求開會，會議召開時間可以透過辦公室或信件安排。家長有權利和老師討論孩子的學習狀況，包含評分政策與方式。

## 5. CODE OF BEHAVIOR

### Scope and Purpose

We believe that education involves not only the development of knowledge, but also the reinforcement of positive attitudes and values both inside and outside of the classroom. This policy and supporting procedures are designed to support the maintenance of good classroom discipline and provide a fair and transparent system for dealing with any disciplinary situation that may arise in the classroom, on campus or during any Hsinchu American School activity or function. This policy and supporting procedures are also designed to make Hsinchu American School a pleasant place in which to learn and work. Any violation of behavior expectations may result in disciplinary action.

- This policy applies to all students in HAS, whether full-time or part-time, whether or not their course is validated by or associated with any other institution.
- Misconduct may lead to disciplinary action being taken against a student. Repeated misconduct or a single act of gross misconduct may result in a student being suspended or expelled from the school.
- If a student commits an act that leads to expulsion, HAS reserves the right to contact, in regards to the incident, any post-secondary institutions the student is applying to or other schools the student is transferring to.

### 5.1. ATTENDANCE

#### ✓ Students will come to school and be on time for all classes.

The bell signals that class has begun. Students are to be in their seats with all materials ready before the bell finishes ringing. All students are expected to respect the classroom learning environment through punctuality. Students who arrive late to class without an excused pass will be marked tardy and disciplinary action may be taken to the extent the school deems necessary.

#### ✓ Tardies

Excessive tardies, both excused and unexcused, may be counted as unexcused absences, at the discretion of HAS administration.

## 5. 行為規範

### 範圍與目的

我們相信教育的目的不只是吸收知識，同時也強化課內和課外積極的態度和價值觀。本政策與配套方案旨在維持良好的課堂秩序並提供一個公開透明的制度，以處理在課堂、校園或任何新竹美國學校的活動中可能出現的狀況。本政策與配套方案也是為了讓學校成為一個愉快的學習與工作場域。任何違反規則的行為都可能因此獲得處分。

- 無論是全職或非全職學生，或是課程是否經過其他機構認證或有關聯，本政策皆適用所有 HAS 的學生。
- 學生的不當行為可能會遭受處分。屢次做出不當行為或單次做出嚴重不當行為的學生可能會被休學或退學。
- 如果學生的行為導致被開除學籍，HAS 保留與學生即將申請或轉入的學校聯繫的權利。

### 5.1. 出席

#### ✓ 學生應準時上學

鐘響代表即將開始上課。學生應在座位上等待鐘響結束，並且準備好上課用具。所有學生都應該守時，尊重課堂學習環境。沒有請假證而遲到的學生會被登記遲到，學校可能會在必要時實行處分。

#### ✓ 遲到

無論是否有理由，遲到多次都可能被 HAS 行政部門登記曠課。

✓ **Frequent Absenteeism**

Students with frequent absences from class may be placed on an attendance contract. The principal will outline the terms of the attendance contract with the student. When possible, a parent meeting will be scheduled with the principal, otherwise a parent will be notified of the terms of the attendance contract. Failure to meet the terms outlined in the contract may result in the forfeiture of credits or the student being denied readmission the following semester.

✓ **Excused Absence**

1. If a student is absent, guardian(s) must phone or email the admin office on the day of absence.
2. Unless a student has the permission of an administrator, he/she must attend all scheduled courses while on campus.
3. For cases of excused absence, the student must make up the missed classes and class work (including all homework, quizzes, and tests) within the number of days equaling the number of days excused, unless otherwise specified by the teacher. Students are expected, in consultation with teachers, to make up all work missed for all absences. It is the student's responsibility to request missed work upon the day of return. Work that is not completed within this timeframe may count as zero in calculating grades.
  - Students planning to be absent for any reason will ask for assignments from teachers in advance and have the work completed upon return to school.
4. In cases where a parent/student has knowledge of a planned vacation/absence of 3-10 days, notice must be given to the office two full days prior to the start of the absence.
  - In cases where a parent/student wishes to have an excused absence of 10 or more days, the parent must meet with all teachers to determine a course material make-up work schedule.
5. The occurrence of five (5) or more unexcused absences in any quarter may lead to administrative review and possibly result in an attendance contract, parental

✓ **曠課多次**

經常缺課的學生可能會需要簽訂出席合約。校長會列出合約條款，並在允許的情況下安排與家長見面，或是直接將合約通知家長。如果學生未能遵守出席合約中的內容，可能會被取消學分或是不再繼續修讀下學期。

✓ **因故缺席**

1. 如果學生缺席，監護人必須在缺席當天打電話或電郵通知學校行政辦公室。
2. 除非學生有職員的許可，否則學生必須出席所有課表上的課程。
3. 對於因故缺席的情況，除非老師有另外規定，否則學生必須在與請假天數相同的時間內就缺課與缺交的課堂作業補齊，包含所有作業、小考和考試。學生應與老師討論以補齊所有缺交的作業。學生有責任在返校當天請示缺交的作業。未在期限內完成的作業可能會當作零分計算。
  - 預計將缺課的學生須提前先向老師請假，並在返校後完成作業。
4. 如果家長或學生計畫請假或缺席三到十天，則必須在缺席開始前兩天通知辦公室。
  - 如果家長或學生計畫請假超過十天，家長必須和所有老師討論補課時間。
5. 如果在任一季度無故缺席超過五次或以上，可能會受到行政審查而需簽訂出席合約並與家長聯

contact, and even the loss of course credit.

6. The occurrence of ten (10) absences in a semester, combined between excused and unexcused absences, may result in immediate loss of credits for all courses missed.

### ✓ Unexcused Absence

1. Any absence not supported by a valid excuse from a parent or doctor shall be considered an unexcused absence. Make up work will not be allowed except by special permission from the principal and the approval of the teacher.
2. After five (5) unexcused absences during a marking period, in the same course, the principal may inform the parents of the possible probationary status or credit loss. The attendance procedure will be reviewed and the principal may place the student on Academic Probation.
3. Ten or more unexcused absences in a semester has a high chance of resulting in no credit being given for the class/classes missed.
4. The occurrence of five (5) unexcused absences in a quarter may result in a written essay from the student petitioning for why the student should still receive credit despite missing so much of the course(s).

### ✓ Combined Absences

The occurrence of ten (10) absences, combined between excused and unexcused absences, may result in immediate loss of credits for all courses missed or any other action as listed in the above section.

### ✓ Passes

If a student needs treatment during school/class hours, they are expected to first go to the office to obtain permission. Once a student returns from receiving treatment, they must obtain a pass from the office prior to returning to class.

### ✓ Dismissal and Student Pick-Up

1. On regular school days the HAS campus closes at 4:30PM. After 4:30PM there is no adult supervision of students still on campus. For the safety of HAS students, it is the parents' responsibility to pick-up students by 4:30PM.

繫，甚至會失去學分。

6. 一學期內缺席超過十次，包含因故和無故缺席，學生可能會立即喪失所有缺課的學分。

### ✓ 無故缺席

1. 任何未經家長或醫生同意的正當理由缺課視為無故缺席。除非得到校長或老師的特別許可，學生不得補課。
2. 在計分階段，同一門課無故缺席五次後，校長可能會通知家長，學生可能會進入見習期或喪失學分。校長將審查出席程序，並將學生留校查看。
3. 一學期無故缺席十次或以上可能導致無法獲得缺課的學分。
4. 如果學生在一個季度內無故缺席五次，則可能需要提出書面申請並說明為何時常缺課但又必須獲得學分的理由。

### ✓ 總缺席數

請假加上無故缺席的次數達到十次，可能會喪失缺課的學分，或採取前一段所列之措施。

### ✓ 通行證

如果學生需要在上課時間內接受治療，學生須先到辦公室取得許可。一旦接受治療後返校，學生必須在回到教室前從辦公室取得通行證。

### ✓ 放學和學生接送

1. 在正常上課日，HAS 校園在下午 4:30 關閉。下午 4:30 後，校園內不會有人看管學生。為了 HAS 學生的安全，家長有責任在下午 4:30 前接走學生。

2. On the occasion that HAS dismisses students before 3:05PM, parents must pick-up students from school within 45 minutes of the dismissal time. Early dismissal days are published on the school calendar.

## 5.2. ACADEMIC PROBATION

Students with low academic achievement (an “F” or more than one “D” in a quarter) may be placed on academic probation. A student on academic probation may be deemed ineligible for extra-curricular activities. A student will be removed from academic probation at the end of the semester if his/her grades have improved to a level deemed acceptable by the principal. A parent/student meeting may be scheduled with the principal and teachers to discuss a plan of assistance. Students on academic probation may also be denied readmission the following school year.

## 5.3. REPEATING A GRADE

In certain cases, especially those in which a student exhibits low maturity or low academic achievement, repeating a grade may be recommended. In the case that the school makes this recommendation for a student, a parent meeting will be scheduled with the principal to explain the non-negotiable terms of the recommendation.

## 5.4. BEHAVIOR EXPECTATIONS

- ✓ **Students will come prepared to complete meaningful work.**  
Proper notebooks, textbooks, writing tools, and completed assignments are expected.
- ✓ **Students will show respect for persons, property, and the learning process.**
  - Courteous behavior and language to students, staff, and visitors will be demonstrated.
  - Directions from any HAS staff member are to be followed.
  - A clean, orderly, and safe campus environment must be maintained.
  - A learning environment with honesty and integrity must be maintained.
  - Vandalism or destruction of property will not be tolerated. Damages for such acts will be paid by the student/student’s family.
  - Bullying in the form of physical, verbal, or non-verbal confrontation will not be tolerated.
  - Discrimination on the basis of sex, race or sexual orientation will not be tolerated.
  - Academic dishonesty, including cheating

2. 如果學校在下午 3:05 前放學，家長必須在 45 分鐘內接走學生。提前放學日會公布在行事曆上。

## 5.2. 留校察看

成績較差的學生(一個季度內有 F 或一個以上的 D)可能會被留校察看，而被留校察看的學生可能會沒有資格參與課外活動。如果學生的成績已提升至校長認為可接受的標準，學期末則可以取消留校察看。校長和老師可能會安排一次家長或學生會議，討論補救方法。留校察看的學生也有可能在下一學年度被學校拒收而無法繼續就讀。

## 5.3. 留級

在某些情況下，特別是學生表現不夠成熟或是學業成績較差時，學校可能會建議留級。建議學生留級時將安排校長與家長會面，說明留級條件中不得更改的內容。

## 5.4. 行為要求

- ✓ **學生應準備完成有意義的作業**  
學生應準備筆記本、課本和完成的作業。
- ✓ **學生應尊重他人、所有權與學習過程。**
  - 對學生、職員與訪客應表現出禮貌。
  - 聽從任何 HAS 員工的指導。
  - 維護一個整潔有序又安全的校園環境。
  - 維護誠實正直的學習環境。
  - 我們不容忍破壞公物的行為。若有任何損壞，將由學生及其家人承擔。
  - 我們絕不容忍肢體、語言或非語言霸凌。
  - 我們不容忍性別、種族與性取向歧視。
  - 我們不容忍學術不端的行為，包含作弊和抄襲。有作弊或抄襲證據的作業和考試不計分，也不會獲得學分。嚴重的學術不端行為將立即受到處分。
- ✓ **學生應穿著得體。**

and plagiarism, will not be tolerated. Assignments or exams that show evidence of cheating or plagiarism will not be accepted and will receive no credit. Serious incidents of academic dishonesty will be subject to immediate disciplinary measures.

✓ **Students will come to school dressed appropriately for success.**

Students are expected to exercise good judgment, safety, good taste and modesty regarding their dress and grooming. Any clothing considered to be disruptive to the educational process is inappropriate for school. The Hsinchu American School interpretation of modesty, as stated above, is as follows:

- Bellies/Torso must be covered and shirts must touch the top of pants
- Undergarments may not be exposed
- No sagging pants
- Clothing must be clean, in good appearance, and not too revealing
- Shorts/skirts that are too short and are a disruption to the educational process will not be permitted
- Footwear (sandals or shoes) must be worn at all times while students are at school or at school-sponsored activities.
- Jeans, pants, or tops that reveal undergarments are not appropriate for school.
- Sleepwear, blankets, and pajamas are not permitted.
- Hats may be worn on campus, but not in classrooms. All hats and hoods must be removed upon entering classrooms. Any hat that causes a disruption to the learning environment is not allowed. All inappropriate headwear will be confiscated.

✓ **Garments, hats, backpacks, and accessories must not display**

- Profane, sexually suggestive, obscene language or pictures
- Vulgar gestures
- Racial, ethnic or sexist slurs
- Messages about drugs, alcohol, or tobacco
- Images depicting violence
- Gang related graffiti clothing that detracts from the educational process

*Confiscated items may be picked up at the end of the school day. All items not picked up by the end of each semester will be donated.*

學生在穿著和儀容方面應有良好的判斷力、安全性、品味和謙遜。我們不接受任何會影響教學的穿著。

新竹美國學校對謙遜的說明如下：

- 服裝需遮蓋腹部和身體，上衣下緣必須和褲頭同高。
- 內衣不得外露。
- 禁止穿著垮褲。
- 穿著必須整潔美觀，不能太暴露。
- 太短的短褲和短裙會影響教學，不得穿著。
- 學生在學校或是參加學校活動時必須全程穿鞋（涼鞋或包鞋）。
- 在學校不適合穿著會露出內衣的牛仔褲、長褲或上衣。
- 禁止穿著家居服、毛毯和睡衣。
- 校園中可以戴帽子，但是進教室後必須脫下。禁止配戴任何會影響教學的帽子，不適合的頭飾也會被沒收。

✓ **服裝、帽子、後背包和飾品不得顯示以下內容：**

- 褻瀆、性暗示和淫穢語言或照片
- 猥褻手勢
- 種族、民族或性別歧視
- 有關毒品、酒精或菸的訊息
- 暴力圖片
- 與幫派有關並有損教學的塗鴉服飾。

*被沒收的物品可以在放學時取回。所有沒有取回的物品將在學期末捐出。*

✓ **Students will follow the HAS Electronic Device Policy**

All students are expected to have their own electronic devices for educational purposes. Please ask the admissions office for more information about device models. HAS does not allow the use of electronic devices that are not specifically for educational use during classroom instruction hours. From 8:20am-3:05pm students will not be permitted to use these devices anywhere on campus unless they have explicit permission from a teacher who is in the classroom with them.

- Examples of devices include: iPad, iTouch, iPod, iPhone, mp3 players, and cell phones
- Exceptions to this rule would be calculators, electronic dictionaries and laptops
- Cell phones are prohibited from being used on campus – if a student needs to make a call, there is a phone available in the receptionist office. Parents should contact students during the school day by calling the receptionist office.

The teachers and staff feel that these devices inhibit both student learning as well as the development of the inclusive community we work to maintain at HAS. If a staff member sees inappropriate use of these devices on campus, they reserve the right to confiscate the device until the end of the school day on which it was misused. Repeated violation of this rule may lead to confiscation of the device until such a time that the student's parent or guardian is able to retrieve the phone directly from the school, to the student having to check his or her phone in at the office at the start of the day and out of the office at the end of the day, or it may result in a student's inability to bring these devices on campus.

✓ **Students will not bring skateboards, skates, or scooters to school**

Skateboards, rollerblades, roller skates, scooters, and similar devices are prohibited on campus. Riding these types of devices on campus could result in confiscation and disciplinary action.

✓ **Students will only speak the common language of all students at HAS: English**

Teachers and students must speak English in all settings unless communicating with people in another language is necessitated by their lack of proficiency in English (Foreign Language classes are an exception).

✓ **學生應遵守 HAS 電子產品規範**

所有學生皆應自備教學所需的電子產品。有關設備型號的詳細資訊，請洽行政部門。HAS 的學生不得在上課時間使用非教學用的電子產品。從早上 8:20 至下午 3:05，學生不得在校園內使用這些電子產品。

- 電子產品包含：iPad、iTouch、iPod、iPhone、mp3 播放器和手機。
- 計算機、電子辭典和筆記型電腦除外。
- 學生禁止在校園內使用手機。如果學生需要打電話，接待處有電話可以使用。如家長需要聯繫學生，請致電至接待處。

教職員們認為，這些電子產品容易影響學生學習，也不利於我們在 HAS 努力維護的發展。如果教職員發現學生在校園內違規使用這些電子產品，他們有權沒收至放學時間。屢次違規者將被沒收，直到家長或監護人親自領回為止。違規者到校時必須將電子產品繳交至辦公室，並在放學時取回，或也可能是學生不能帶這些電子產品到校。

✓ **學生禁止攜帶滑板、溜冰鞋或滑板車到校**

學生不得攜帶滑板、直排輪鞋、溜冰鞋、滑板車和其他類似的物品至校園內。若學生在校園騎行則可能會被沒收並受到處分。

✓ **學生在 HAS 中只能說英語，也就是所有學生的共通語言**

老師和學生在任何場合都必須說英語，除非因英語能力不足而需使用另一種語言交流（外語課除外）。

- ✓ **Students are expected to refrain from unacceptable public displays of affection** whether in school, on school grounds, on buses, or at any school sponsored event, on campus, or elsewhere.

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays could be defined as kissing, embracing, and/or other forms of physical fraternization.

- ✓ **Students will only consume lunch food products in designated areas on campus.**
- Lunchroom/cafeteria is the only designated area.
  - Classrooms, restrooms, student lounge, P.E. areas, and hallways are not areas wherein students may consume lunch food products.

### 5.5. STUDENT/PARENT GRIEVANCES

A grievance is defined as a complaint made by a student or parent to a member of the staff or administration on a charge of unfair practice. Depending on the nature or seriousness of the complaint, the appropriate school authority should be approached. Hsinchu American School administration and staff will honor the students' or parents' right of inquiry and the right to express matters of concern as made through the existing process of communication which do not infringe upon the rights of others.

Concerns, complaints, or suggestions from parents or from the community should be communicated through the appropriate channel. Any concerns or complaints addressed to the principal will be forwarded to the relevant administrator.

We encourage students, teachers, and parents to communicate in order to resolve problems before it becomes a major issue. All major concerns, complaints, or suggestions must be signed by an individual or group for the matter to be acted upon.

### 5.6. PERSONAL BELONGINGS

We want all students to have a successful and positive learning experience and to feel that they truly belong here. In order to promote a safe and orderly school, we have very high expectations for appropriate behavior while at school. The school has the right to search student personal belongings and lockers in order to maintain a safe environment for all students. Items not allowed in school will be confiscated. Students must make arrangements for the return of these items.

- ✓ **學生應避免不適當的公眾親密行為**

無論是在學校、校園內或校車上，或在任何學校贊助活動上或其他地方，皆不得有不適當的親密行為。

為了維護成熟並相互尊重的氛圍，我們會提醒學生在教育環境下並不適合公開示愛。這些行為包括接吻、擁抱及/或其他形式的肢體親密行為。

- ✓ **學生只能在指定區域吃午餐**

- 午餐室和餐廳是唯一指定區域。
- 教室、休息室、學生休息室、運動區域和走廊均不得飲食。

### 5.5. 學生/家長申訴

申訴是指學生或家長就公平問題投訴職員或行政部門人員。根據申訴的性質或嚴重程度，應該與學校相關部門聯繫。新竹美國學校的行政部門與職員會尊重學生或家長的詢問權，以及在不損害他人權利的情況下，透過現有溝通程序表達關切的權利。

家長或社群的關切、投訴或建議都應透過適當管道傳達。任何向校長提出的問題或投訴都將轉交給相關單位。

我們鼓勵學生、老師和家長之間互相溝通，避免最終演變成重大問題。所有重大問題、投訴或建議都必須由人或團體簽字確認，方可採取行動。

### 5.6. 個人物品

我們希望所有學生都能獲得成功且正面的學習體驗，讓他們產生歸屬感。為了促進學校的安全與秩序，我們對學生在校期間的行為有極高的要求。學校有權搜查學生的個人物品和置物櫃，以維護一個安全的環境。不准攜帶至學校的違禁物品將會被全數沒收，學生必須登記才能將被沒收的物品領回。



### 5.7. DISCIPLINARY MEASURES

There are times when students make the wrong decisions and choices with regard to their behavior. At Hsinchu American School they are expected to take responsibility for those decisions and actions. A student is expected to apologize and/or take reparative action as appropriate. Student files will be maintained and student infractions will be documented therein. Disciplinary measures vary depending on the severity of the infraction as well as the number of offenses a student has committed.

Possible disciplinary measures are listed below:

- Loss of privilege in class
- Verbal warning
- Written warning
- Referral to counselor
- Detention
- Documentation of the behavior in the student's cumulative file
- Notification of the parents
- Required parent conference
- Contact with potentially interested parties regarding any discretions
- In school suspension
- Out of school suspension
- Probationary period to determine if a student must be expelled
- Expulsion

### 5.8. ZERO TOLERANCE POLICY

Hsinchu American School students all agree to a Zero Tolerance Policy as part of enrolling at HAS. The Zero Tolerance Policy is designed to make our school a safe environment and to provide an appropriate learning environment for all students. HAS values the safety of all students, teachers, and staff. There can be no acceptable reason for violating these rules.

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, and/or causing serious injury to another person may result in a recommendation for expulsion.
- Serious incidents of bullying will result in suspension, expulsion, or other disciplinary action.
- Attempting to commit or committing a sexual

### 5.7. 紀律處分

有時學生會做出錯誤的行為與選擇。在新竹美國學校，學生應對這些決定和行為負責，學生也應依情況道歉及/或採取補救措施。學校將保留學生檔案，並將違規行為記錄下來。處分會根據學生的違規行為的嚴重程度以及違規次數而有所不同。可能做出的處分如下：

- 失去在教室的特權
- 口頭警告
- 書面警告
- 移交給輔導員
- 留校察看
- 將違規行為紀錄在學生檔案中
- 通知家長
- 要求召開家長會
- 與相關單位聯繫
- 校內停學
- 校外停學
- 學生轉為見習期並決定是否開除學籍
- 開除學籍

### 5.8. 零容忍政策

新竹美國學校的學生在入學時皆同意遵守零容忍政策。這項政策是為了使學校擁有安全的環境並提供學生良好的學習環境。HAS 重視學生、老師和職員的安全。我們絕不容忍任何違反規定的行為。

- 使用、持有或揮舞武器者將被開除。武器是指槍枝、仿造手槍、起步槍、電擊槍、球彈槍或粒彈槍、任何類型與尺寸的刀、彈弓和任何爆炸物或煙火。以危險的方式使用任意物品也將視為武器。
- 屢次發生打鬥和暴力行為並造成人員嚴重受傷，可能會遭開除。
- 嚴重的欺凌事件將導致停學、開除或其他處分。

assault and committing sexual battery. Any form of sexual harassment or abuse will result in immediate disciplinary action including expulsion.

- Our school has a no alcohol, tobacco, or other drug use policy. If found to be selling or furnishing controlled/prohibited substances the student will be recommended for expulsion on the first offense. For possession or use, suspension, expulsion, or other disciplinary action will be recommended.
- Expulsion from Hsinchu American School will result in the loss of privileges to attend school or extracurricular activities. Students may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.
- Expulsion may be recommended for an offense that occurs during lunch period – off campus, during a school-sponsored field trip, and during, or while going to or from a school-sponsored event.

## 6. TUITION AND WITHDRAWALS

### 6.1. PAYMENT AND DEADLINES

Tuition and fees are established in New Taiwan dollars (NT\$) and are due and payable in full on or before the first day of each semester. A student may not attend class unless tuition and fees have been paid in full.

All tuition payments should be paid within the school's designated time limit. If the school issues a reminder to pay overdue tuition, but the payment is still not made, the school reserves the right to take action. This might include: expulsion, revoking the school's services, refusing to offer transcripts, and/or refusing to offer any other documentation the school deems appropriate.

#### 6.1.1. REFUND POLICY

If a student is withdrawn during the first four (4) weeks of either semester, 50% of the student's tuition will be refunded. If a student is withdrawn after the fourth week of the semester and before the beginning of week nine, 25% of the tuition will be refunded. No refund will be granted for students who are withdrawn after the eighth week of either semester. The lunch fee will be refunded by prorating. No other fee, including the registration fee is refundable. No refunds are available after the purchase of the books.

- 企圖做出性侵或性暴力的行為。任何形式的性騷擾或性虐待會立即受到處分，包含開除學籍。
- 學校內禁止酒精、菸草或其他藥物。如有學生販售或提供管制或違禁藥品，初犯者即會被開除學籍。如果是持有或使用，將採取停學、開除或其他處分方式。
- 被新竹美國學校開除的學生將失去上學或參與課外活動的資格。學生可能會被安排到其他學校或課程。
- 零容忍政策規定，如果違規行為是發生在校園中或是學校活動(無論校內或校外)，都建議開除學生學籍。
- 以下情況發生違規行為時建議可以開除學籍：午餐時間、校外旅行時間與參加學校舉辦的活動時。

## 6. 繳交學費與退學

### 6.1. 付費方式與截止日期

學雜費以新台幣(NT\$)計價，並且應在每學期開學前或當天付清。學生必須繳清學雜費方可上課。

所有學費應在學校指定期限內付清。若學校發出逾期催繳通知但學生仍未繳費，學校將保留採取行動的權利。這些權利包含開除學籍、取消服務、拒絕提供成績單或其他任何文件。

#### 6.1.1. 退費政策

如果學生在任一學期的前四周內退學，將退還 50% 的學費。如果學生在學期開始的第四周後、第九周開始前退學，將退還 25% 的學費。如果在任一學期的第八周後才退學，則不予退還學費。午餐費將按比例退還，包括註冊費在內的其他費用則一律不予退還。購書後費用不予退還。

### 6.2. Notice of Withdrawal

Parents are required to notify the principal as soon as it is known that their child will be withdrawing from Hsinchu American School. A withdrawal form must be completed before the last day of attendance. A two-week notice (except in very special cases) is needed to receive the progress report, the school fee reimbursement, and the transcript.

- Progress reports are issued and transcripts given only when students have completed withdrawal procedures.
- Students will not receive transfer grades, records, certificates and diplomas until all fees are paid.
- A temporary leave may be requested for no longer than one academic year. After one year, students must apply for admission to Hsinchu American School and pay the applicable fee. Classroom space will not be reserved for students on leave.

### 6.3. TUITION FAILURE POLICY

All tuition payments should be paid within the school's designated time limit. If the school issues a reminder to pay overdue tuition, but the payment is still not made, the school reserves the right to take action. This might include: expulsion, revoking the school's services, refusing to offer transcripts, and/or refusing to offer any other documentation the school deems appropriate.

## 7. ACTIVITIES PROGRAMS

Student activities will be a positive learning experience for students if they recognize that they may achieve their highest personal potential through friendly competition, integrity, and self-discipline.

We want our students to be recognized for the good which they accomplish, and to be made aware of the consequences of their actions which may be detrimental to themselves or those they represent. They must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior, and the use of controlled substances cannot, and will not, be tolerated. All students and parents must sign a general activity consent form at the beginning of each school year. This gives students permission to participate in field trips, sporting events, physical education classes, and all other extra-curricular activities for the duration of the school year. Students may not participate in any such activities until the office has received the signed document. By enrolling my child in the school, I waive all claims or causes of action against Hsinchu American School, its

### 6.2. 退學通知

一旦知道孩子將從新竹美國學校退學，家長必須立即通知校長。退學表格必須在最後一天上課前填寫完畢。如需領取學習進度報告、學費退款單和成績單，需提前兩周通知（特殊情況除外）。

- 學生完成退學手續後，才會簽發學習進度報告和成績單。
- 學生在付清所有費用後才能獲得轉學成績、報告、證書和文憑。
- 暫時離校天數不得超過一學年。一年後，學生必須申請入學新竹美國學校，並支付相應的費用。教室名額不會為請假的學生保留。

### 6.3. 繳費未履行政策

所有學費應在學校指定期限內付清。若學校發出逾期催繳通知但學生仍未繳費，學校將保留採取行動的權利。這些權利包含開除學籍、取消服務、拒絕提供成績單或其他任何文件。

## 7. 課外活動

如果學生了解到可以透過良性競爭、誠信和自律來發揮個人的最大潛能，那麼學生活動就會成為正面的學習經驗。

我們希望學生能夠因他們所做的好事而得到認可，並意識到他們的行為可能會給自己或他們所代表的群體帶來不良的後果。學生必須了解到，決定和後果是學習承擔責任的一部分。我們不能也不會容忍不誠實、違反體育道德的行為和使用管制藥物。每學年初，所有學生和家長都必須簽署一份活動同意書。該同意書允許學生在學年期間參加校外旅行、體育活動、體育課和所有其他課外活動。在辦公室收到已簽字的文件之前，學生不得參加任何此類活動。在我的孩子報名參

administration, its teachers, and its employees, arising out of my child's participation in the activity and hereby release, hold harmless, and discharge Hsinchu American School from all liability in connection therewith.

### 7.1. STUDENT COUNCIL

The Student Council at Hsinchu American School encourages students to participate in self-government and school activities and assists in the promotion and coordination of all student activities. To be eligible for election to and continuation in an office, a student must have a minimum grade average of B (a grade point average of 3.0) or better with no serious discipline issues, unless given permission otherwise.

### 7.2. STUDENT ACTIVITIES, CLUBS AND COMMITTEES

Clubs, committees and activities tend to vary slightly from year to year depending on the make-up of the student body and the availability of teacher sponsors. All clubs and committees are organized only with the approval of the principal. Special after-school activities require parental permission. Notices to parents regarding activities must be approved by the principal. Parents must provide transportation for students taking part in clubs and extracurricular activities. All communications must be in English.

### 7.3. COMMUNITY SERVICE

Hsinchu American School has many activities, which support community service, through related classes as well as special charity drives that may be initiated and organized by administrators, teachers, students, or parents. All intended projects must be pre-approved by the principal. All high school students are required to complete 15 hours per year of community service; hours should be logged with the community service coordinator in order to meet graduation requirements. Community service hours will be listed on a student's transcript.

### 7.4. FIELD TRIPS

Field Trips are classified into: Educational Field Trip, Social Field Trip, or Overnight Field Trip.

Field trips promote unity among students and add another dimension to the learning process. In general, teachers are encouraged to organize field trips as part of instruction and learning enrichment. Parental permission must be obtained in advance.

Although the school cannot be held responsible for accidents which might occur, every effort will be made to ensure the safety and welfare of all students. Parents must sign a permission slip for each field

加學校活動的同時，我放棄因我的孩子參加活動而提出的對新竹美國學校、其學校行政部門、其教職員的所有索賠或訴訟，並特此免除新竹美國學校的所有相關責任。

### 7.1. 學生會

新竹美國學校學生會鼓勵學生參與自治和學校活動，並協助促進和協調所有學生活動。學生的平均成績必須達到 B(GPA 3.0)或以上，且無嚴重違規行為，才有資格參選並繼續擔任職務，另行規定者除外。

### 7.2. 學生活動、社團和委員會

社團、委員會和活動每年都會略有不同，取決於學生的組成情況和是否有老師贊助。所有社團和委員會的組織都必須得到校長的核准，參與特殊的課後活動需要得到家長的許可。發給家長的活動通知必須經校長核准。參加社團和課外活動的學生必須由家長接送，且所有溝通過程必須使用英語。

### 7.3. 社區服務

新竹美國學校有許多社區服務的活動，包括相關課程及由行政人員、老師、學生或家長發起和組織的特別慈善活動。所有計畫必須事先獲得校長核准。所有高中生每年都必須完成 15 個小時的社區服務，因此為達到畢業要求，應向社區服務協調員登記社區服務時間。社區服務時數將記錄在學生的成績單上。

### 7.4. 校外旅行

校外旅行分為校外教學、假日校外教學和過夜校外旅行。

校外旅行可以促進學生之間的團結，用新的方式學習。一般來說，我們鼓勵老師規劃校外旅行作為教學和豐富學習的一部分，但必須事先徵得家長同意。

雖然學校不會對可能發生的意外事故負責，但仍會盡一切努力確保所有學生的安全與福祉。

trip. Faculty sponsors should encourage all students to go on field trips. Arrangements must be made for any student not going on the trip. It is left to the discretion of the teacher whether a project should be assigned for students not attending the field trip. If volunteers chaperone field trips, a minimum of one HAS teacher must accompany the trip.

#### 7.4.1. EDUCATIONAL FIELD TRIP

Faculty sponsors should plan an organized itinerary and program of activities to ensure that time is well spent and the objectives attained. The ratio of chaperones to students must not be less than 1:10.

#### 7.4.2. SOCIAL FIELD TRIP

In general, social trips should be arranged on Saturdays, Sundays, or school holidays. Procedures to be followed are the same as those for educational field trips. Guests will not be allowed.

#### 7.4.3. OVERNIGHT FIELD TRIP

Eligible Overnight Field Trips include, but are not limited to, the following:

- Fine arts performances or band camps
- Athletics competitions
- Trips for Student Council/Activities
- Retreats for Counseling Programs
- End of the Year Trip
- Graduation Trip

Requests for Overnight Field Trips must be submitted to the principal (4) four weeks prior to the event.

### 8. PUPIL SERVICES

The library is open from 8:00AM to 3:05PM only with the supervision of a teacher. Otherwise, the library is open to students after school from 3:10PM to 4:20PM each weekday for individual reading and research. This is unsupervised and the school is not accountable for students therein. Library users are expected to respect the rights of others by complying with library regulations and by treating all materials with care. Any misconduct in the library will result in an individual losing unsupervised library privileges. Any loss or damage to library property must be paid by the student or family.

#### 8.1.1. READING LIBRARY REGULATIONS

The Library is a place for quiet reading and research, students speaking loudly or behaving inappropriately will be asked to leave.

All materials must be checked out at the circulation counter before being taken from the library.

家長必須在每次校外旅行的同意書上簽名。主辦方應鼓勵所有學生參加，並且必須為不參加校外旅行的學生另作安排。老師可自行決定是否替不參加的學生安排活動。如果有志工陪同旅行，則必須至少有一名 HAS 老師在旁隨行。

#### 7.4.1. 校外教學

主辦方應安排好行程和活動，以確保合理利用時間並達成目標。陪同人員與學生的比例不得低於 1:10

#### 7.4.2. 假日校外教學

一般來說，假日校外教學應安排在周六、周日或學校放假日。該旅行應遵循的規則與校外教學相同，且不允許訪客加入。

#### 7.4.3. 過夜校外旅行

符合條件的過夜校外旅行包括但不限於以下內容：

- 藝術表演或樂團訓練營
- 體育比賽
- 學生會或學生活動的旅行
- 輔導課程的療癒活動
- 年末旅行
- 畢業旅行

過夜校外旅行申請必須在活動開始前四周將提案交給校長。

### 8. 學生服務

圖書館的開放時間為上午 8:00 至下午 3:05，但必須在老師的監管下開放。否則，圖書館將在每個工作日下午 3:10 至 4:20 放學後向學生開放，提供學生進行個人閱讀和研究。這是在無人監督的情況下進行的，學校不對學生負責。圖書館使用者應尊重他人的權利，遵守圖書館規定，謹慎對待所有藏書。在圖書館內的任何不當行為會導致個人失去在無人監管的情況下使用圖書館的權利。圖書館的任何損失或損壞必須由學生或其家庭承擔。

#### 8.1.1. 圖書館規則

圖書館是安靜閱讀和研究的場所，學生大聲說話或做出不當行為的將被要求離場。

All materials from the library are loaned out for a three (3) week period. Materials must be returned to the circulation counter or re-checked out by the circulation counter on or before the designated due date.

Books overdue for more than thirty (30) days will be assumed lost. Lost or damaged books that need replacing must be paid for by the student. A letter will be issued by the library detailing the replacement charge, which should be paid to the accounting office within one billing period. If lost books are found at a later stage and returned to the library, the cost of the book may be refunded.

Students with overdue books will not be allowed to borrow any new books until all overdue, lost, or damaged books are either returned or paid for in full. Repeat offenders of library regulations will be banned from library usage for thirty (30) days.

## 8.2. SCHOOL HEALTH SERVICES

The Infirmary is open from 8:00 AM to 4:20 PM.

## 8.3. VACCINATIONS

The Infirmary stays in touch with the Ministry of Public Health to keep abreast of any outbreak of infections. Details regarding current vaccination sent out to parents for their information and written consent. Records of previous vaccinations are kept on file with the school nurse.

## 8.4. ADVISING SERVICES

Hsinchu American School aims to support student academic and personal needs through the advisor/advisee program. The after-school tutoring program, run through our Community Service program, provides assistance for students with academic difficulties. Advisors can be contacted if special assistance for a student is requested.

The advisor/advisee program works to help students organize internal and external testing programs, complete self-assessment research, plan high school course scheduling, complete university research, and to improve overall academic skill sets.

The advising program is organized through grade levels. A teacher is assigned a group of students by an administrator and monitors progress which is reported quarterly on grade reports. **Students in grades 6-12 are required to attend school-wide advising sessions each month at the designated time.**

所有資料必須在流通櫃台辦理借閱手續後才可帶離圖書館。

圖書館的所有資料借閱期限為三周，且資料必須在指定到期日當天或之前歸還到流通櫃台或從流通櫃台續借。

逾期超過三十天的書籍視為遺失。丟失或損壞的圖書如需更換，必須由學生本人負擔費用。圖書館將發函詳細說明遺失費用，學生應在一個帳單期內將遺失費用交至會計室。如果丟失的圖書後來被找到並歸還，則可退還書費。

在歸還或付清所有逾期、遺失或損壞的圖書之前，有圖書逾期未歸還的學生不得借閱任何新書。屢次違反圖書館規定者，禁止使用圖書館三十天。

## 8.2. 學校保健服務

保健室開放時間為早上 8:00 至下午 4:20。

## 8.3. 疫苗注射

保健室與衛福部保持聯繫，隨時了解疫情爆發的情況。有關當前疫苗接種的詳細資訊會提供給家長，供其參考並徵得書面同意。先前的疫苗接種記錄會由學校護理師存檔。

## 8.4. 輔導服務

新竹美國學校透過顧問和輔導員計畫支援學生的學業和個人需求。透過社區服務計畫開展的課後輔導計畫為學習有困難的學生提供幫助。如果學生需要特殊支援，可以與顧問聯繫。

輔導員和顧問計畫致力於幫助學生組織校內外考試、完成自我評估、規劃高中課程安排、完成大學研究以及提高整體學術能力。

輔導計畫是按年級分類。行政人員會為一名老師分配一組學生，並監督學生的學習進度，每季度在成績單中記錄一次。六到十二年級的學生需要每個月在指定時間參加全校性的輔導課程。

### 8.5. INTERNET POLICY

Hsinchu American School is pleased to offer its students access to the internet. The Internet is a tool for learning. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While Hsinchu American School's intent is to make internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Inappropriate uses of the internet while on HAS property may result in disciplinary action and restriction of Internet use on campus.

Use of the Internet at Hsinchu American School is a privilege, not a right. Any student who uses the internet for purposes other than those that fit within Hsinchu American School's mission and purpose will lose their privilege of internet access. Inappropriate use of the Internet includes, but is not limited to, the following:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material; to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, national or international law; to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

### 8.6. LOST AND FOUND

All lost items may be turned in or claimed at the receptionist office.

The office staff is in charge of the Lost & Found cabinet. If you have a lost item, check the Lost and Found cabinet and see the office staff to claim the item. Unclaimed items will be donated to a charity after the end of the school year.

### 8.5. 網路使用政策

新竹美國學校很高興能提供學生上網服務。網路是一種學習工具，家庭應留意，透過網路所取得的某些資料可能包含非法、誹謗、假消息或冒犯的內容。此外，透過網路還可以購買商品和服務，這可能會給家長或監護人帶來不必要的經濟負擔。

儘管新竹美國學校的用意是提供網路用於教學，但學生也可能會想方設法獲取其他資料。然而，未成年人的父母和監護人最終有責任制定並向子女傳達在使用網路媒體和資訊時應遵循的規則。在校園內不當使用網路可能會遭受處分或被限制在校園內使用。

在新竹美國學校使用網路是一種特權，而非一種權利。若有任何學生使用網路目的不符合新竹美國學校的宗旨，其將失去使用網路的特權。網路的不當使用包括但不限於以下情況：

- 訪問、上傳、下載或轉發色情、淫穢或裸露資訊，傳播淫穢、辱罵、露骨或威脅性語言；
- 違反任何地方、國家或國際法律，破壞、損壞他人或組織的所有物或導致無法使用；
- 未經許可查看或使用他人資料、資訊或文件；
- 未經許可侵犯他人或組織的智慧財產權或以其他方式使用他人或組織的知識產權。

### 8.6. 失物招領

所有遺失物品均可繳交至接待處，或前往接待處認領。

失物招領處由辦公室工作人員負責管理。如有物品丟失，請至失物招領處確認，並找辦公室工作人員認領。無人認領的物品將在學年結束後捐贈給慈善機構。

### 8.7. CHANGE OF ADDRESS

Students or parents are expected to notify the admissions office when their address, email or telephone number has been changed so that the school is able to contact the parent or guardian without delay, in case of emergency.

### 8.8. TRANSCRIPT REQUEST

Requests for transcripts must be submitted to the admissions office. The Document Request Form, which can be found in the admissions office, should be submitted in advance. The transcript fee, when applicable, must be paid to the accounting office before transcripts can be released. Additional copies will cost at minimum NT\$30 each. Please view the Document Request Form for more information.

No charge is made for transcripts forwarded to another school upon that school's request.

#### 8.9.1 PHOTO WAIVER

Through your child's enrollment at Hsinchu American School, you are giving the school permission to make photographs, videos, slides, illustrations, or advertisements that include your child. You authorize the use and agree to waive the right to inspect or approve the finished product or specific use.

#### 8.9.2 STUDENT SURVEYS AND STUDIES WAIVER

The school administration may waive the requirements for obtaining parental or guardian permission for different surveys and studies for school and class purposes.

## 9. OTHER SERVICES

### 9.1. CAFETERIA

Lunch is served at the cafeteria. The following cafeteria rules are enforced in order to teach students to help keep the school clean and to train them to be considerate of those who will be using the facilities after them:

- Students wait their turns by following self-service lines.
- Food, dishes, utensils, etc. may not be taken outside the cafeteria.
- After eating, students should clear the tables by taking their used dishes and trash to the containers provided and separating litter properly. Utensils are not provided by the school.

### 8.7. 住址變更

當學生或家長的地址、電子郵件或電話號碼有變更時，應及時通知招生辦公室，以便學校在緊急情況下能及時與家長或監護人聯絡。

### 8.8. 成績單申請

成績單申請必須向招生辦公室申請。文件申請表在招生辦公室內，且應提前繳交。在發放成績單之前，學生必須向會計辦公室支付成績單費用（如適用）。額外的複印文件每份至少新台幣三十元。請查閱文件申請表以了解更多資訊。

若為應另一所學校的要求而將成績單轉發給該校，則不收取任何費用。

#### 8.9.1 肖像使用權

透過您孩子註冊新竹美國學校，您同意學校製作包含您孩子在內的照片、影片、投影片、插圖或廣告。您授權使用並同意放棄檢查或核准成品或具體使用的權利。

#### 8.9.2 學生調查與研究許可權

學校行政部門可在不須取得家長或監護人許可的情況下，對學校和班級進行不同目的之調查與研究。

## 9. 其他服務

### 9.1. 餐廳

學生會在餐廳吃午餐。以下餐廳用餐規則目的是讓學生維護學校整潔，並培養他們為其他使用餐廳的人著想：

- 學生在自助排隊線等候
- 食物、餐盤和餐具等物品不得攜出餐廳。
- 用餐完畢後，學生應整理桌面，將餐盤回收並分類垃圾。學校不提供餐具。



- Chronic violators of cafeteria rules will be referred to the principal for disciplinary action.

## 9.2. STUDENT LOCKERS

Students in grades 6-12 are provided with a locker. Lockers must be kept locked at all times and the school accepts no responsibility for lost items. Students are responsible for cleaning out lockers at the end of each semester. A NT\$1,000 locker deposit must be paid at the beginning of the school year. If locker keys are lost, the student is responsible for paying the replacement fee of NT\$1,000.

## 9.3. TRANSPORTATION

The Hsinchu American School provides (with charge) school bus transportation for many students attending the school. All buses are equipped with seat belts and air-conditioning. If the student desires school bus transportation, please contact the general affairs office.

Students participating in Upper School extra-curricular activities are responsible for their own transportation after practices and/or games or events.

## 9.4. AFTER SCHOOL SUPERVISION

**Policy:** Hsinchu American School provides after school supervision only for students officially signed up for after-school activities including: sports teams, advising, clubs, and student organizations.

### Procedures:

1. The school day officially ends at 3:05pm Monday-Friday
  - The school day officially ends at 4:20pm on designated Mondays of each month for G6-12 because of advising.
2. All students are officially dismissed at 3:05pm and should be picked up within 45 minutes of the school day ending.
3. We strongly recommend that parents and drivers be at the school by 4:00pm to pick up students.
4. School buses leave at 4:20pm; there is *no supervision* of students from 3:10pm-4:20pm unless a student is officially signed up for one of the aforementioned after-school activities.
5. All students taking the school bus must remain on campus between the time the school day ends and the bus departs. The same rule applies to students present on campus after 3:05pm and not involved in an aforementioned after-school activity – they must remain on campus between the time the school day ends and their

- 長期違反餐廳規定者將被移交至校長室並接受處分。

## 9.2. 學生置物櫃

學校為六到十二年級的學生提供置物櫃。置物櫃必須隨時上鎖，因為學校對物品遺失不承擔任何責任。學生有責任在每學期末清理置物櫃。學生也必須在開學時繳交新台幣一千元之置物櫃押金。如果置物櫃鑰匙遺失，學生須支付新台幣一千元的補發費用。

## 9.3. 交通接送

新竹美國學校為許多在校生提供收費的校車接送服務。所有校車均配有安全帶和空調。如果學生需要校車接送，請聯繫總務處。

參加高年級課外活動的學生在訓練或比賽結束後，須自行解決接送問題。

## 9.4. 課後監管

**政策：**新竹美國學校只為正式報名參加課後活動的學生提供課後監管，這些活動包括：運動隊、輔導課、社團和學生組織。

### 程序：

1. 學校在星期一至五下午 3:05 放學。
  - 每個月指定星期一指導課程下午 4:20 是六到十二年級的放學時間。
2. 所有學生於下午 3:05 正式放學，並應在放學後 45 分鐘內離校。
3. 我們強烈建議家長和司機在下午 4:00 前趕到學校接學生。
4. 校車於下午 4:20 出發。下午 3:10 至 4:20 的這段期間，除非有學生正式報名參加上述課後活動，否則學校不會監管學生。
5. 所有搭乘校車的學生必須在放學至校車離開這段時間內留在校園。同樣的規定也適用於下午 3:05 後仍在校園內但未參加上述課後活動的學生。他們必須在放

departure from campus.

- Written permission may be given by a parent/guardian allowing a bus student to go to the following places: school grounds inside, school grounds outside, and other specified location.
6. The school office closes at 4:30pm; all students must be picked up by 4:20pm daily.
  7. In the event that a parent cannot contact their child, please call Hsinchu American School office at 03-520-3211 for assistance

## 10. SCHOOL EVENTS

### 10.1. SOCIAL FUNCTIONS

Various social functions and activities are scheduled throughout the year. Students may bring in guests however, students must obtain permission in advance to bring a guest. All Hsinchu American School rules apply to the guests and it is the responsibility of the host student to accompany the guest to and from the activity.

Students and guests leaving a school activity must sign a Departure Log which is available for parent's inspection. Once a student has left the event, s/he may not return.

Students under suspension, or those whose privileges of attendance have been withdrawn, and/or those who are not currently registered at the school, may not attend or take part in any school function without the express permission from the principal.

Parents are expected to arrange transport home for their child when the function ends.

### 10.2. GRADUATION CEREMONIES

Graduation ceremonies are held for the following grade levels: 5th graders celebrate their graduation from Elementary school, 8th graders celebrate their graduation from Middle School, and 12th graders celebrate their graduation from High School.

## 11. EMERGENCY PROCEDURES

### 11.1. FIRE/EVACUATION DRILLS

In accordance with school regulations, students will be instructed and trained in evacuating school buildings so that in the event of an emergency, they may do so in the shortest possible time without confusion or panic.

學至離開校園這段時間內留在學校。

- 家長/監護人可提供書面許可，允許搭校車的學生前往下列地方：校園內、校園外，以及其他指定地點。
6. 學校辦公室於下午 4:30 關閉，所有學生必須每天在下午 4:20 前離校。
  7. 如果家長無法與孩子取得聯繫，請致電新竹美國學校辦公室（03-520-3211）尋求協助。

## 10. 校園活動

### 10.1. 社交活動

學校全年都有安排各種社交活動。學生可以帶訪客參加活動，但必須事先獲得許可。所有新竹美國學校的規定都適用於訪客，且接待學生有責任陪同訪客往返活動地點。

離開學校活動現場的學生和訪客必須在離校登記簿上簽名，供家長查閱。學生一旦離開活動現場，即不得再折返。

未經校長明確許可，停學的學生、被取消上學權利的學生和目前未註冊的學生不得出席或參加學校的任何活動。

活動結束後，家長應安排接送孩子回家。

### 10.2. 畢業典禮

學校會為以下年級舉行畢業典禮：五年級學生慶祝小學畢業；八年級學生慶祝中學畢業；十二年級學生慶祝高中畢業。

## 11. 緊急情況處理方式

### 11.1. 消防演習

根據學校規定，學校將對學生進行疏散教學大樓的指導和訓練，以便在發生緊急情況時，學生能在最短的時間內疏散完畢，而不會造成混亂或恐慌。

Fire Drills are held periodically, at least once per semester. Sometimes there will be no prior warning of a drill, but every drill should be handled as if it were a real emergency. Teachers and advisors will go over the procedures for a drill with their students early in the year. A quick, orderly evacuation should be stressed. Evacuation routes are posted in each room.

Students should be reminded that at the sound of the siren everyone should immediately stop whatever s/he is doing and quietly exit the classroom in a single line. Next, the students should walk calmly to the nearest staircase and exit the building. Students shall proceed to their designated meeting area with their advisor/advising group and have roll taken. In the case that the siren sounds during break time, students should report to the designated meeting area. Any students not in their classrooms at the sound of the alarm should proceed to the nearest staircase and exit the building. Students should meet with their advisor/advising group at the designated meeting place. Students and staff shall remain outside until they are directed back inside by the coordinators of the drill or until the building is declared safe in the event of a real emergency.

### 11.2. EMERGENCY EVACUATION

In the event of civil unrest, the school administration will be in contact with local authorities and embassies to determine the seriousness of the situation. Should the need arise to send students home, parents will be informed, and the procedures for emergency school closure will apply.

In the event of a fire or bomb threat, students will follow the above prescribed building evacuation procedures. Should the need arise to evacuate students from the campus, they will be directed to an appropriate site where transportation home will be arranged.

### 11.3. FIRST AID

The office supplies a first aid kit in three locations in the school. The office staff and teachers treat all minor injuries occurring at school. When a student has a severe injury at school, the teacher in charge will:

- Complete a First Aid Form to be kept on record;
- Provide immediate first aid care;
- Inform parents or any older sibling in school, as well as the administration;
- Depending on the student's condition, the clinic will wait for the parents/guardians, or
- Obtain permission from the parents / guardians to transport the student to the nearest hospital.

消防演習將定期舉行，每學期至少一次。有時演習前沒有任何通知，但每次演習都應視為真正的緊急情況。老師和輔導員會在年初向學生講解演習的方式，強調快速且有序的疏散。疏散路線會張貼在每間教室內。

學校應提醒學生，警報聲一響，每個人都應立即停止手邊的事，排成一行安靜地離開教室。然後，學生需保持冷靜並走到最近的樓梯口，離開教學大樓。學生應與輔導員或指導小組一起前往指定的集合地點並進行點名。如果警報在課間休息時間響起，學生應前往指定的集合地點報到。警報響起時不在教室的學生應前往最近的樓梯，並離開教學大樓。學生應在指定的集合地點與輔導員或輔導小組碰面。學生和教職員應留在室外，直到演習協調員指示他們返回教室，或在真正發生緊急情況時宣布教學大樓安全為止。

### 11.2. 緊急情況疏散

如果發生內亂，學校行政部門將與當地政府和大使館聯繫，以確定局勢的嚴重性。如果需要讓學生回家，學校將通知家長並適用緊急停課程序。

如果發生火災或炸彈威脅，學生將按照上述規定的大樓疏散程序進行疏散。如果需要將學生撤離校園，學生會被引導到適當的地點，由學校安排送他們回家。

### 11.3. 急救

辦公室在學校的三個地點有配備急救箱。辦公室工作人員和老師會對所有在學校產生輕傷的學生進行治療。如果學生在學校受了重傷，負責老師會：

- 填寫急救表格並記錄存檔；
- 立即進行急救；
- 通知家長或在校的年長手足以及行政人員；
- 根據學生的情況，診所將等候家長或監護人前來；或
- 徵得家長或監護人的同意，將學生送往最近的醫院。

#### 11.4. EARTHQUAKE PROCEDURES

In the event of an earthquake, students that are indoors should take cover beneath a sturdy desk or table near the interior of the room, cover their head and neck with their arms and hold on to the desk/table until the earthquake is over. Students should stay away from windows and the outside of the room. If there is no such desk or table nearby, students should kneel away from the exterior or a room or any nearby walls and cover their head and neck with their arms until the shaking has stopped. Students should remain indoors and may NOT use the elevator.

If students are outside for PE class or any other reason when an earthquake occurs, students should remain outside and keep clear from buildings and any other tall structures such as lampposts, power lines, trees, etc.

#### 11.5. TYPHOON PROCEDURES

HAS will be closed when typhoon notification is given from the directorate-general personnel administration (DPGA). Students can check for that information on their website, <http://www.dgpa.gov.tw/>.

However, if advanced warning that a typhoon is approaching is given while school is in session:

- Staff will follow directions from the DPGA
- Students parents will be notified to pick up their children
- Drinking water should be collected in the event the water supply is damaged/contaminated
- Loose items near windows and doors are to be put away
- All doors and windows are to be shut
- Exterior doors should be braced or otherwise barricaded
- Students are to remain in their classrooms until their parents arrive
- Students should remove any valuable objects or electronics from the school
- Students should remain in the center of their classrooms, away from windows, preferably using a desk or table for shelter
- Electrical items should be powered down excluding refrigerators
- Loose items outside of classrooms should be collected and brought inside
- The elevator is not to be used

#### 11.4. 地震應對方法

發生地震時，在室內的學生應躲在靠近室內的堅固課桌或桌子下，用手臂掩護住頭頸部，緊緊抓住課桌或桌子直到地震結束。學生也應遠離窗戶和室外。如果附近沒有課桌或桌子，學生應跪在遠離教室外部或附近牆壁的地方，並用雙臂護住頭頸，直到地震停止。學生應留在室內，且不得搭乘電梯。

地震發生時，如果學生正在室外上體育課或因其他原因外出，則應留在室外，並遠離建築物和其他高聳物品，如燈柱、電線和樹木等。

#### 11.5. 颱風應對方法

當行政院人事行政總處 (DPGA) 發出颱風警報時，HAS 校園將關閉。學生可至網站查詢相關資訊：<http://www.dgpa.gov.tw/>

然而，如果預告颱風即將到來的颱風警報是在學校上課期間發出的：

- 教職員將遵守 DPGA 的指示。
- 學校會通知學生家長來接孩子。
- 如果供水系統受到破壞或汙染，應收集飲用水。
- 門窗附近的結構鬆散物品應收好。
- 應緊閉所有門窗。
- 應加固外門或使用其他方式設下障礙。
- 學生應待在教室內等家長抵達。
- 學生應將任何貴重物品或電子產品帶離學校。
- 學生應留在教室中央，遠離窗戶，最好用課桌或桌子遮擋。
- 應關閉電器電源，但不包含冰箱。
- 應將教室外的散落物品收集並帶入室內。
- 不得搭乘電梯。

### 11.6. INTRUDER PROCEDURES

In the event that there is an intruder on campus that is unwilling to leave, the authorities will be notified immediately. If the intruder is possibly dangerous to students and staff, the following procedures should be followed:

- Students and staff should take cover in the room nearest them
- Doors and windows to the room should be locked and curtains should be closed by a teacher or staff member
- Doors are to be barricaded with heaviest objects available
- Staff and students should remain away from the windows and try to lie or sit against walls, using cover if available
- Students and staff are to remain as quiet as possible
- The door should not be answered for any reason
- Students and staff are to remain in the room until confirmation from an administrator
- After removal, parents may be contacted at the discretion of the administration

### CONTACT INFORMATION

1. Parents may contact the office to report any excused absences:
  - a. Ph : +886-3-520-3211
  - b. Email : [office@has.hc.edu.tw](mailto:office@has.hc.edu.tw)
  - c. LINE: @haswolves



2. Parents may contact the Superintendent or Principal with any disciplinary concerns:
  - a. Superintendent's Email : [darin.murphy@has.hc.edu.tw](mailto:darin.murphy@has.hc.edu.tw)
  - b. Principal's Email : [derek.kensinger@has.hc.edu.tw](mailto:derek.kensinger@has.hc.edu.tw)

### 11.6. 入侵者應對方法

如果校園內出現不願離開的入侵者，將立即通知有關當局。如果入侵者可能對學生和教職員構成威脅，則應遵循以下處理方式：

- 學生和教職員應躲避到離他們最近的教室。
- 室內的門窗應上鎖，窗簾應由老師或工作人員拉上
- 用最重的物體堵住門
- 教職員和學生應遠離窗戶，盡量靠牆或躺或坐，如有遮擋物亦應使用
- 學生和教職員應盡量保持安靜
- 不得以任何理由開門
- 學生和教職員應留在教室內，直到行政人員確認為止
- 危機解除後，家長可與行政人員聯繫。

### 聯絡資訊

1. 家長可聯繫辦公室請假：
  - a. 電話：+886-3-520-3211
  - b. Email : [office@has.hc.edu.tw](mailto:office@has.hc.edu.tw)
  - c. LINE: @haswolves



2. 家長可就任何處分方面的問題，與總校長或校長聯繫：
  - a. 總校長電子郵件：[darin.murphy@has.hc.edu.tw](mailto:darin.murphy@has.hc.edu.tw)
  - b. 校長電子郵件：[derek.kensinger@has.hc.edu.tw](mailto:derek.kensinger@has.hc.edu.tw)



## 2024-2025 STUDENT/PARENT HANDBOOK SIGNATURE PAGE

### 2024-2025 學生與家長手冊簽名頁

Thank you for taking the time to read the Hsinchu American School Student/Parent Handbook. If you have any questions or comments about this Handbook, please contact the school office.

感謝您抽空閱讀新竹美國學校學生與家長手冊。如果您對本手冊有任何疑問或意見，請與本校辦公室聯繫。

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**Enrollment in Hsinchu American School indicates recognition and acceptance of all information within this handbook.**

註冊新竹美國學校即代表已了解並接受本手冊中的所有資訊。

I have read and understand, and agree to all rules and policies in the HAS Student/Parent Handbook. I understand that the policies contained in this handbook are binding on students and parents alike. I understand and agree that the administration of the school will have the authority set for in this document.

我已閱讀並理解和同意 HAS 學生與家長手冊中的所有規定和政策。我理解本手冊中的政策對學生和家長皆具有約束力。我理解並同意學校行政部門擁有本文件中載明之權力。

I understand that the policies, rules, and regulations contained in this handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established and see that my daughter/son adheres to the rules and regulations set forth herein. I have read and understand, and agree to all rules and policies in the HAS Student/Parent Handbook.

我理解本手冊中包含的政策、規則和條例是為所有學生的福祉和權益而制定的。我明白我有責任支持學校制定的政策，並確保我的女兒或兒子遵守本手冊中的規章制度。我已閱讀、理解並同意 HAS 學生與家長手冊中的所有規定和政策。

Student Name 學生姓名 \_\_\_\_\_ Grade 年級: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Signature 簽名: \_\_\_\_\_

Legal Guardian Name 法定監護人姓名: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Signature 簽名: \_\_\_\_\_

**Please sign and return to your student's homeroom/advising teacher.**

**請簽名並交還給導師或輔導老師。**

## Hsinchu American School Activity Waiver of Liability 新竹美國學校活動—免責聲明



I, the undersigned parent of (student name) \_\_\_\_\_, agree to my child participating in Hsinchu American School field trips, sporting events, physical education classes, and extra-curricular activities for the 2024-2025 school year.

我同意我的孩子（姓名如上）在 2024-2025 學年參加新竹美國學校的校外旅行、體育活動、體育課及課外活動。

All Hsinchu American School field trips, sporting events, physical education classes, and extra-curricular activities are hereinafter referred to as the “activity.” In consideration of my child's participation in the activity, I hereby waive all claims or causes of action against Hsinchu American School, its administration, its teachers, and its employees arising out of my child's participation in the activity and hereby release, hold harmless, and discharge Hsinchu American School from all liability in connection therewith.

所有新竹美國學校的校外旅行、體育活動、體育課及課外活動以下皆簡稱為「活動」。鑒於我的孩子參加了活動，我特此放棄因我的孩子參加活動而對新竹美國學校、其行政部門、其教職員提出的所有索賠或訴訟，並特此免除新竹美國學校的所有相關責任。

Student Name 學生姓名: \_\_\_\_\_ Phone 電話: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Emergency Contact 緊急聯絡人: \_\_\_\_\_ Phone 電話: \_\_\_\_\_

*Student Signature (required) :*

學生簽名（必要）: \_\_\_\_\_ Date 日期: \_\_\_\_\_

*Legal Guardian's Signature (if under 18 years old) :*

法定監護人簽名（若學生未成年）: \_\_\_\_\_ Date 日期: \_\_\_\_\_